Minnesota Department of Human Services

MnCHOICES_User_Manual_

Draft 1.1

NOTE: This is the VERY first draft of the MUM and it has not been fully vetted. Users may find information/terms in the MUM that conflict with instructions received for Beta testing or information learned during navigation training. All in all, MUM Draft 1.0 is a viable resource, but users are encouraged to provide feedback on sections that need more clarification, or topics and tools that need to be added.

— The MnCHOICES Team

9/20/2013

Minnesota Department of **Human Services**

MnCHOICES

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UPDATES

- 09-20-13:
  - Saving data entered/edited on documents
  - Logging in when performing MnCHOICES tasks for multiple lead agencies
  - Additional information about Workload Grid in Assignment Queue

INTRODUCTION

MnCHOICES is an assessment and support planning process for persons with long-term service and support needs. MnCHOICES streamlines the assessment process and replaces the following four assessments: Developmental Disability (DD) Screening, Long-Term Care Consultations (LTCC), Personal Care Assistance (PCA), and Private Duty Nursing (PDN).

Outcomes of the MnCHOICES assessment include:

- Determination of the level of care;
- Case mix; and
- Eligibility for home and community-based services and programs.

Assessment findings are used to develop a support plan for the individual. The person-centered focus of MnCHOICES provides individuals the opportunity to "tell their story" and helps tailor long-term services and supports while utilizing their strengths, preferences, and assessed needs. MnCHOICES is used for people of all ages and disabilitytypes regardless of whether or not they are eligible for Minnesota Health Care Programs.

MnCHOICES is a web-based application that uses off-line capability during the assessment interview. The internet is not used during the time of the assessment visit. The policy rule-based application aligns rules, regulations and statue to determine eligibility consistently across lead agencies.

LOGIN

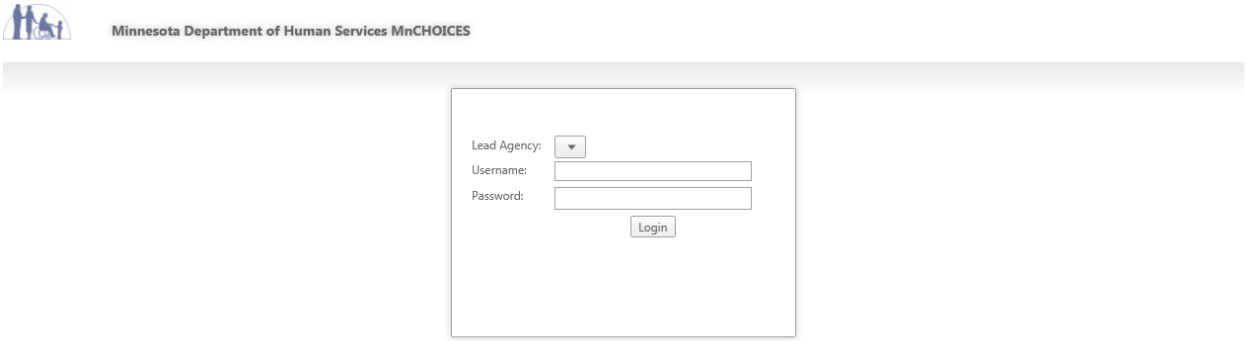
LOGIN OBJECTIVE

The objective of the Login is to gain access to the MnCHOICES application.

LOGIN NAVIGATION

1. In the address bar, type the MnCHOICES URL you received from your Mentor or Supervisor.

You will see the Login page for the Minnesota Department of Human Services MnCHOICES.

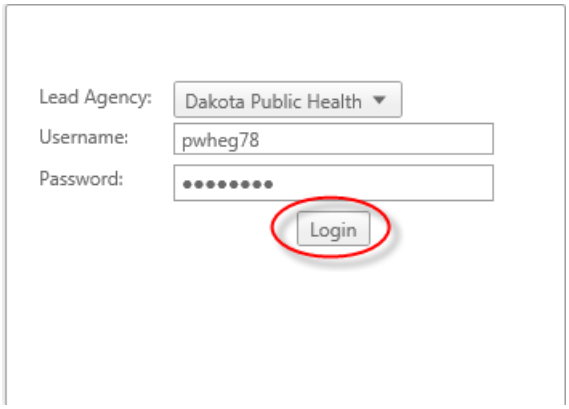


2. On the login page:
   - Click on the drop down arrow to select the Lead Agency;
   - If you do MnCHOICES tasks for more than one lead agency, you must log in separately for each agency;
   - Type in your Username; and
   - Type in your given password

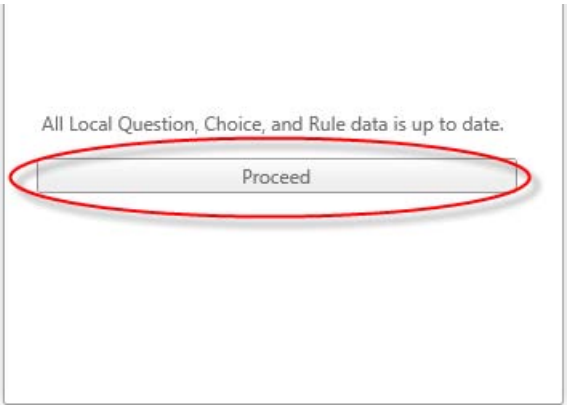
Hint: *Start typing the name of your agency and the drop down will quickly take you there*

LOGIN - continued

3. Select the Login button



4. Select the Proceed button

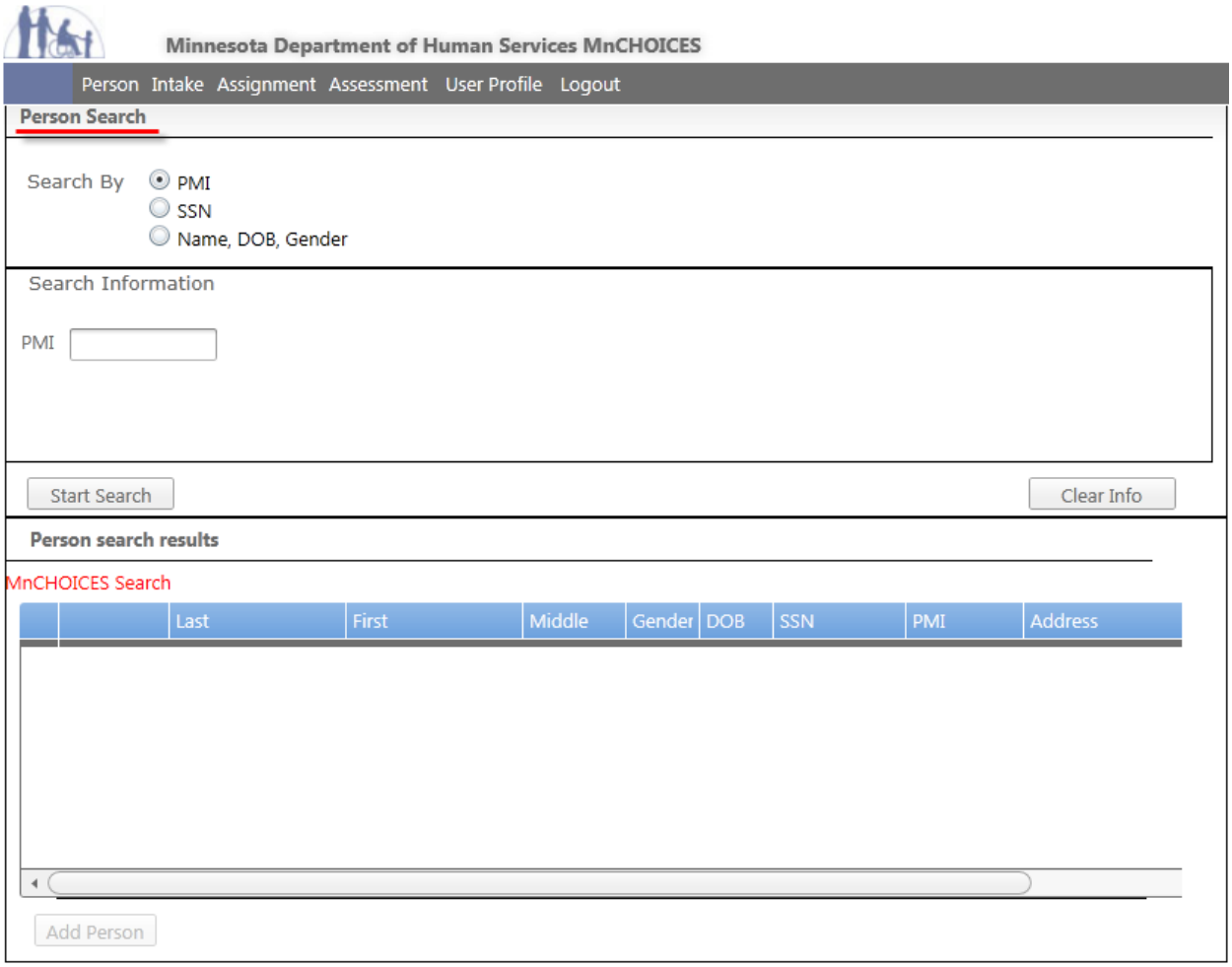


LANDING PAGES

LANDING PAGES OBJECTIVE

The Landing Page is the page that most users view when they log into MnCHOICES.

If you enter MnCHOICES through the MnCHOICES URL, the Person Search screen displays



MnCHOICES LANDING PAGE LOGIN

If you directly enter MnCHOICES through the URL, the landing page includes the Main Menu Bar and if you have the security functionality, Person Search. To view further information on the Main Menu Bar, please, refer to the Main Menu Bar Section of the manual: Main Menu Bar.

Main Menu Bar

SSIS LAUNCH LANDING PAGE

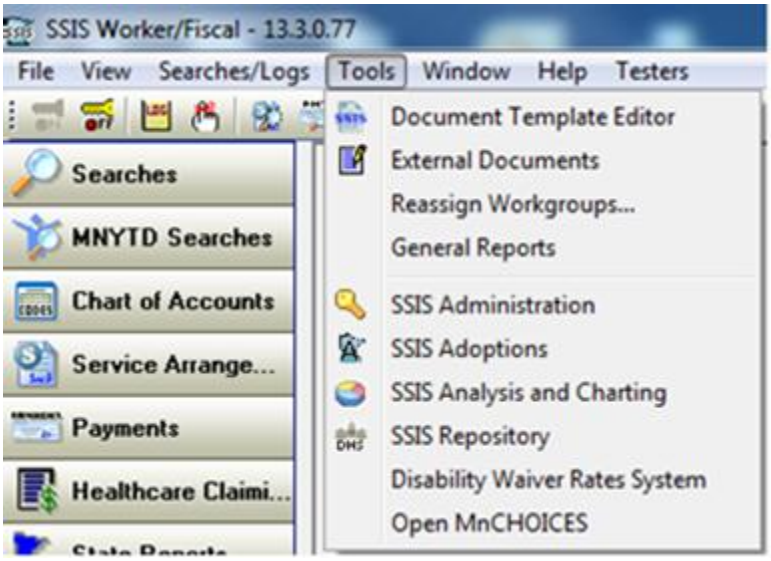
If you enter MnCHOICES through SSIS, the landing page is the Person and Activities page with the Main, Address & Phone, and Race & Language tabs.

If MnCHOICES is open when MnCHOICES is launched from SSIS, the SSIS brings the browser and MnCHOICES tab to the top.

If a user does NOT have Access MnCHOICES security functionality, SSIS disables both the non-person and person launches.

SSIS LAUNCH LANDING PAGE NAVIGATION

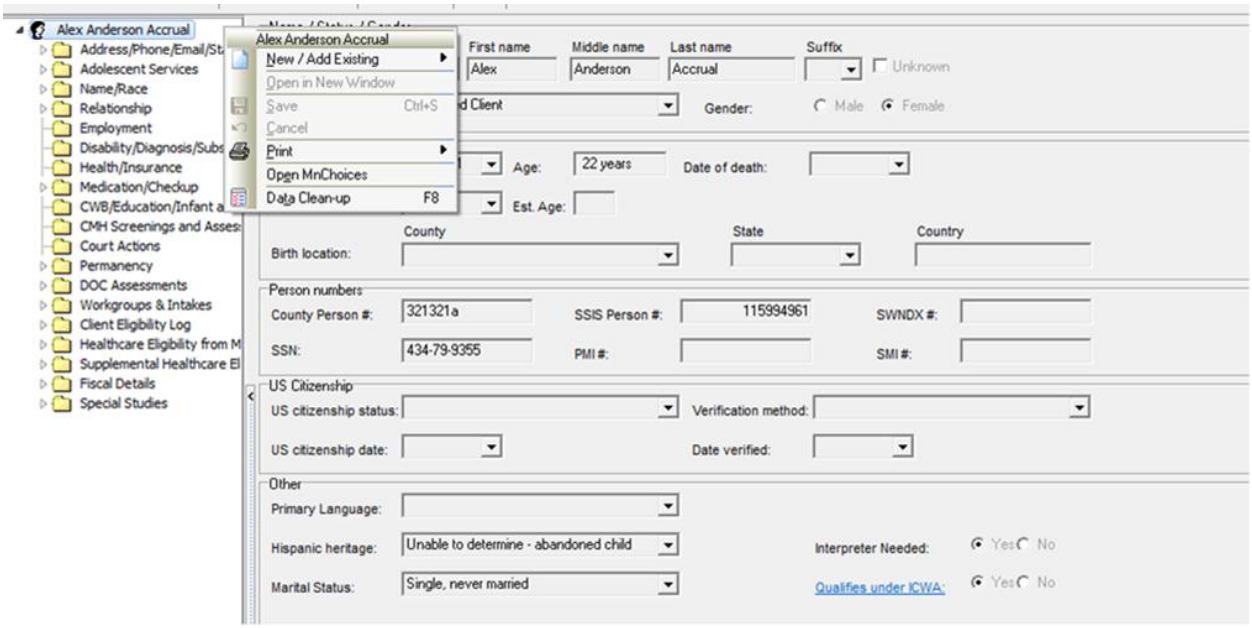
1A. Select Tools



2A. Select Open MnCHOICES

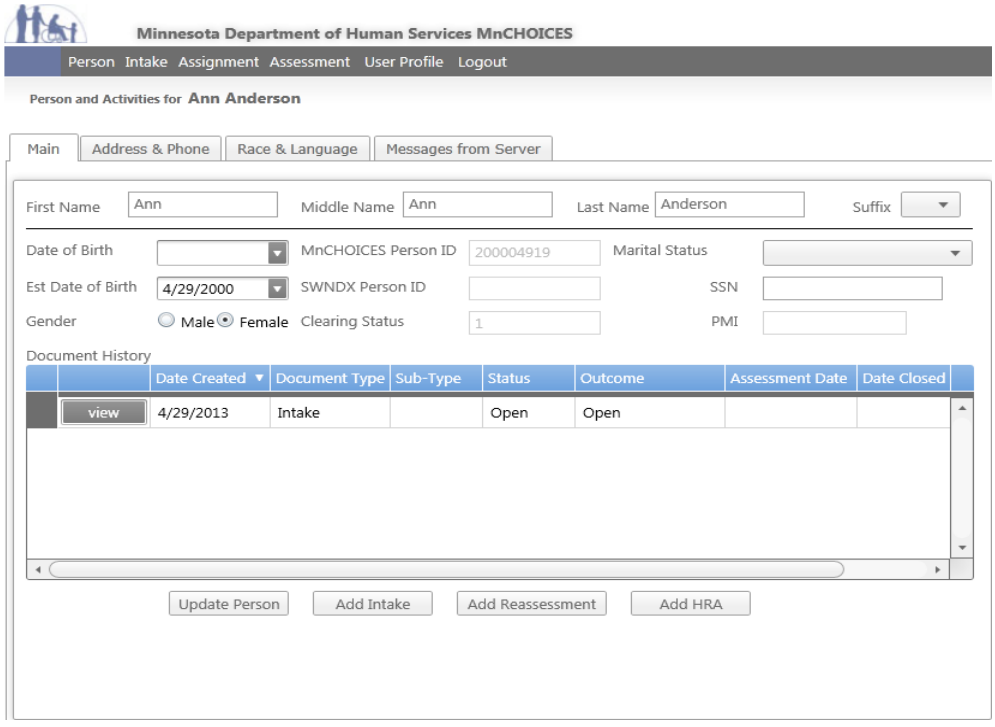
OR

1B. From the tree view of the client, select the client name



2B. Select Open MnCHOICES

3. The Person and Activities For screen displays



MAIN MENU BAR

The Main Menu Bar either opens a specific page or a sub-menu which lists additional menu item options. The Main Menu Bar has the following menu items:

Person

If the user has access security to the Person Search page, the Person menu item opens the Person Search page. To view further information on the Person Search page, please, refer to the Person Search Section of the manual: Person Search.

Intake

If the user has access security to the Intake Queue page, the Intake menu item opens the Intake Queue page. To view further information on the Intake Queue page, please, refer to the Intake Section of the manual: Intake.

Assignment

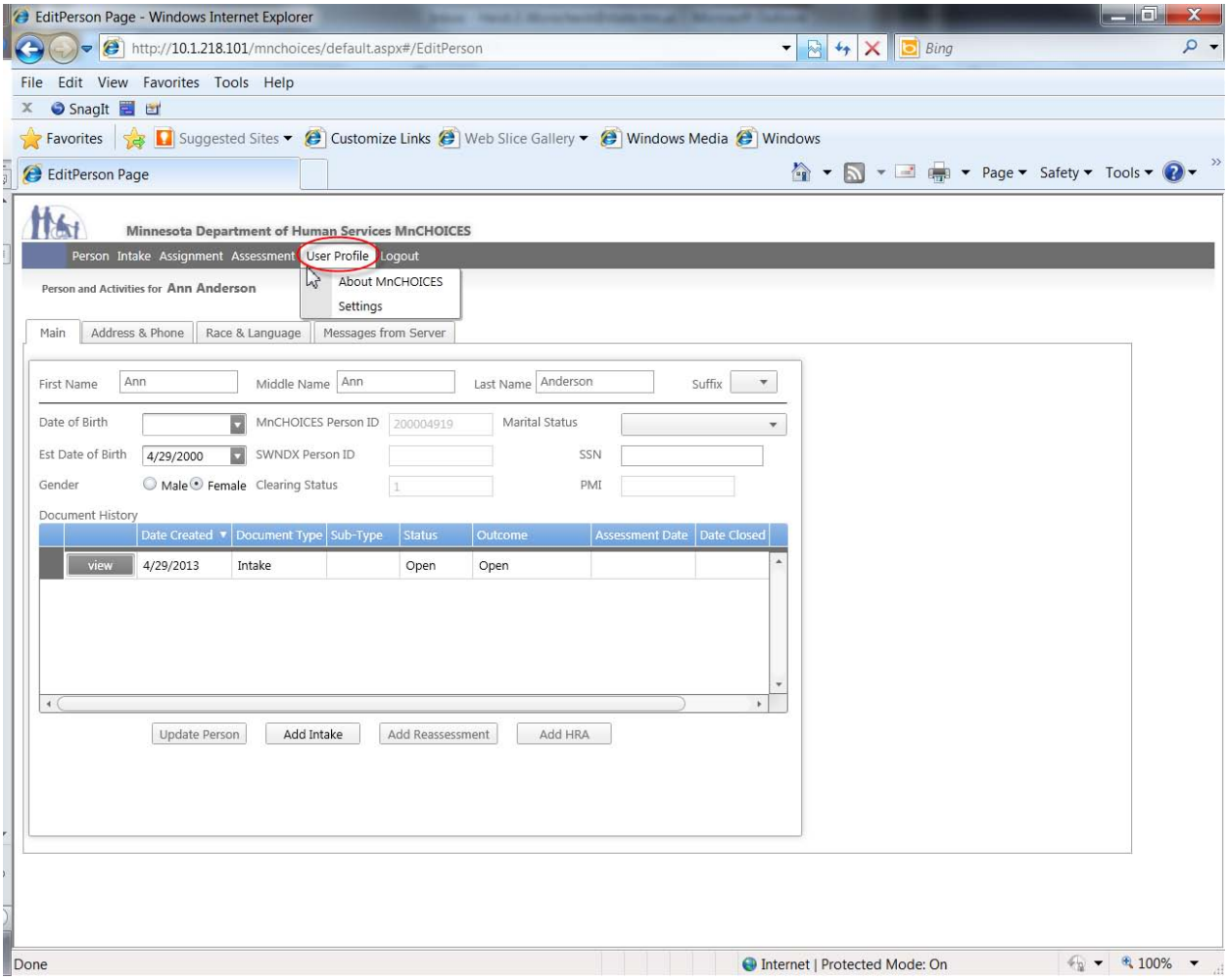
If the user has access security to the Assignment Queue page, the Assignment menu item opens the Assignment Queue page. To view further information on the Assignment Queue page, please, refer to the Assignment Section of the manual: Assignment.

Assessment

If the user has access security to the Assessment Queue page, the Assessment menu item opens the Assessment Queue page. To view further information on the Assessment Queue page, please, refer to the Assessment Queue Section of the manual: Assessment.

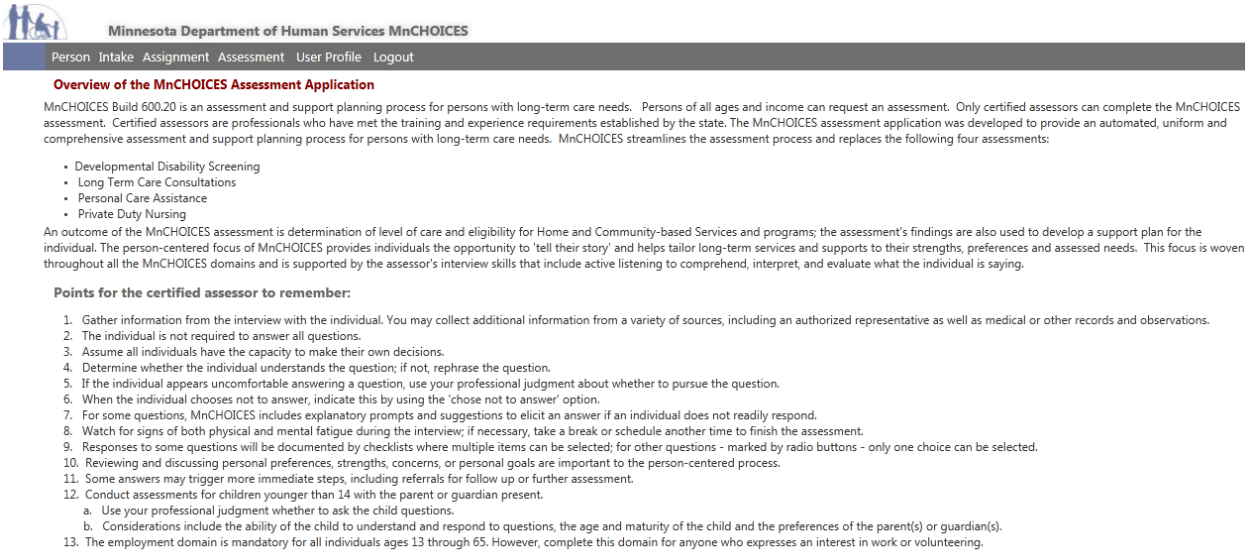
User Profile

All users have access to the Usser Profile page.

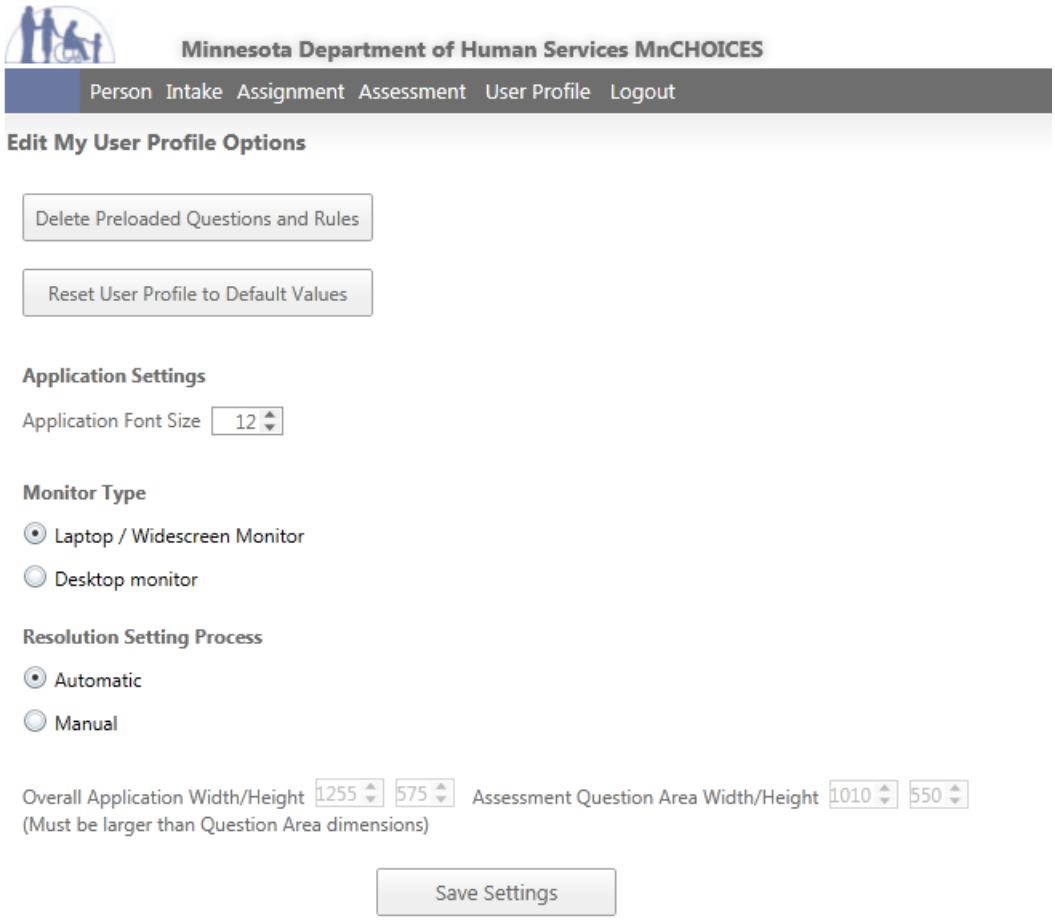


The User Profile menu item opens the sub-menus About MnCHOICES and Settings.

The About MnCHOICES page gives a MnCHOICES overview and points to remember for the certified Assessor.


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Overview of the MnCHOICES Assessment Application
MnCHOICES Build 600.20 is an assessment and support planning process for persons with long-term care needs. Persons of all ages and income can request an assessment. Only certified assessors can complete the MnCHOICES assessment. Certified assessors are professionals who have met the training and experience requirements established by the state. The MnCHOICES assessment application was developed to provide an automated, uniform and comprehensive assessment and support planning process for persons with long-term care needs. MnCHOICES streamlines the assessment process and replaces the following four assessments:
• Developmental Disability Screening
• Long Term Care Consultations
• Personal Care Assistance
• Private Duty Nursing
An outcome of the MnCHOICES assessment is determination of level of care and eligibility for Home and Community-based Services and programs; the assessment's findings are also used to develop a support plan for the individual. The person-centered focus of MnCHOICES provides individuals the opportunity to 'tell their story' and helps tailor long-term services and supports to their strengths, preferences and assessed needs. This focus is woven throughout all the MnCHOICES domains and is supported by the assessor's interview skills that include active listening to comprehend, interpret, and evaluate what the individual is saying.
Points for the certified assessor to remember:
1. Gather information from the interview with the individual. You may collect additional information from a variety of sources, including an authorized representative as well as medical or other records and observations.
2. The individual is not required to answer all questions.
3. Assume all individuals have the capacity to make their own decisions.
4. Determine whether the individual understands the question; if not, rephrase the question.
5. If the individual appears uncomfortable answering a question, use your professional judgment about whether to pursue the question.
6. When the individual chooses not to answer, indicate this by using the 'chose not to answer' option.
7. For some questions, MnCHOICES includes explanatory prompts and suggestions to elicit an answer if an individual does not readily respond.
8. Watch for signs of both physical and mental fatigue during the interview; if necessary, take a break or schedule another time to finish the assessment.
9. Responses to some questions will be documented by checklists where multiple items can be selected; for other questions - marked by radio buttons - only one choice can be selected.
10. Reviewing and discussing personal preferences, strengths, concerns, or personal goals are important to the person-centered process.
11. Some answers may trigger more immediate steps, including referrals for follow up or further assessment.
12. Conduct assessments for children younger than 14 with the parent or guardian present.
a. Use your professional judgment whether to ask the child questions.
b. Considerations include the ability of the child to understand and respond to questions, the age and maturity of the child and the preferences of the parent(s) or guardian(s).
13. The employment domain is mandatory for all individuals ages 13 through 65. However, complete this domain for anyone who expresses an interest in work or volunteering.

The Settings page gives editing My User Profile options.


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Edit My User Profile Options
Delete Preloaded Questions and Rules
Reset User Profile to Default Values
Application Settings
Application Font Size 12
Monitor Type
Laptop / Widescreen Monitor
Desktop monitor
Resolution Setting Process
Automatic
Manual
Overall Application Width/Height 1255 575
Assessment Question Area Width/Height 1010 550
(Must be larger than Question Area dimensions)
Save Settings

PERSON SEARCH

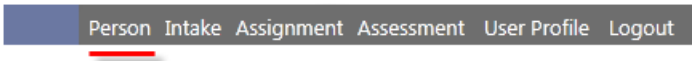
PERSON OBJECTIVE

The objective of the Person Search is to locate an individual within the MnCHOICES database or the state-wide databases (SWNDX or SMI). The search begins in the MnCHOICES database. If a match is found, the MnCHOICES search stops. If the person is NOT found in the MnCHOICES database, the search continues in the state-wide SWNDX. If one or more matches are found, the State search stops and returns the results found. The results pull the demographic information from the most recently cleared county. If the person is NOT found in SWNDX, the system finally searches State Master Index (SMI).

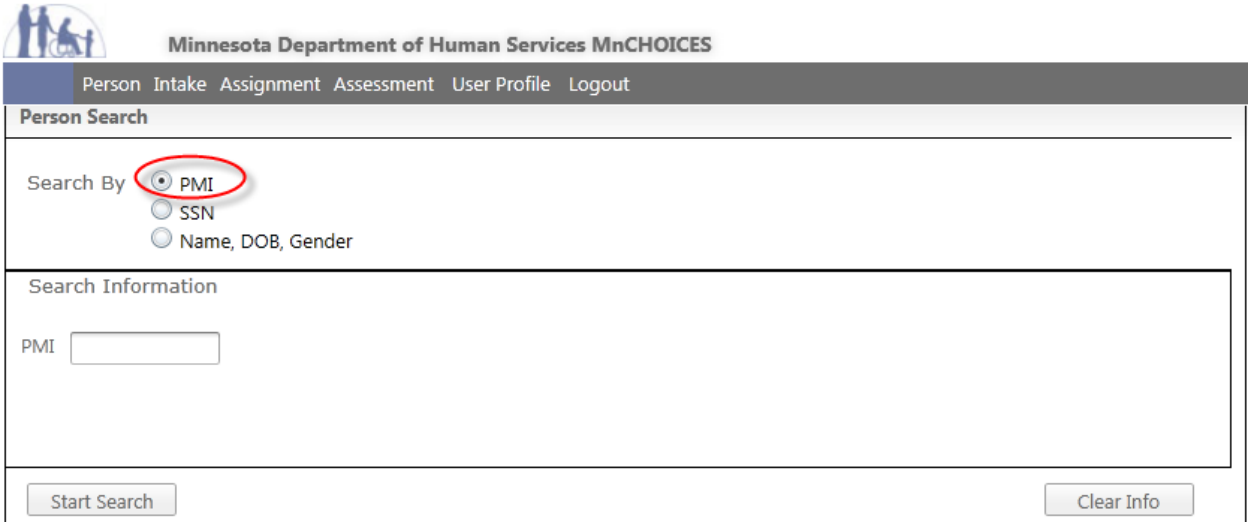
PERSON SEARCH NAVIGATION

Users with Access Person Search security may access the search page, conduct a search, and view search results.

1. If you are NOT already on the Person Search, select Person in the menu bar



2. In the Search By panel, select the PMI (Person Master Index)

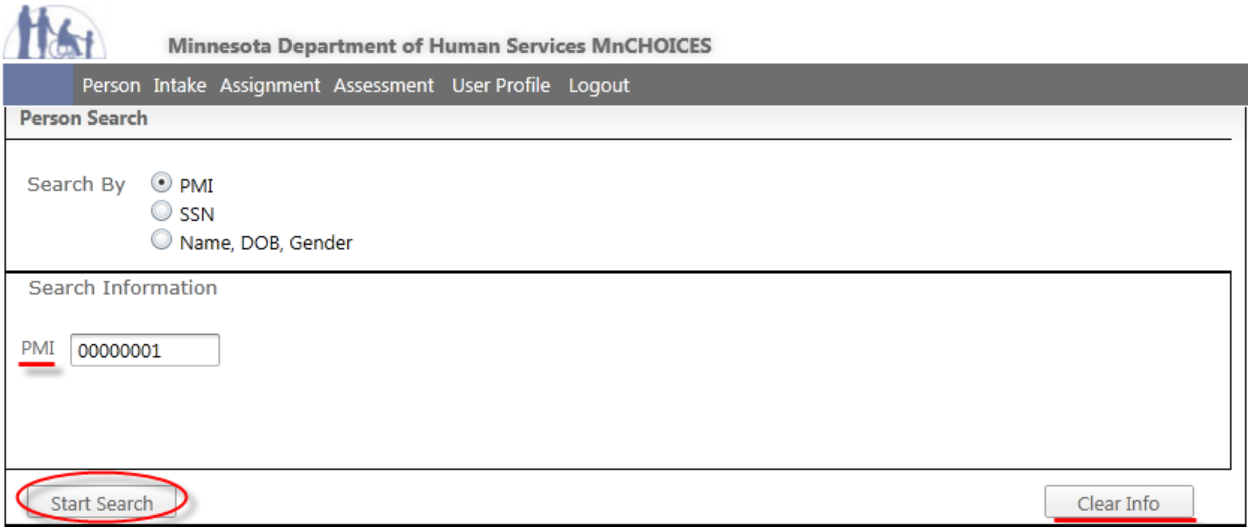


3. In the Search Information panel, enter the PMI and select the Start Search button

The PMI is an 8 digit numeric character with leading zeroes.

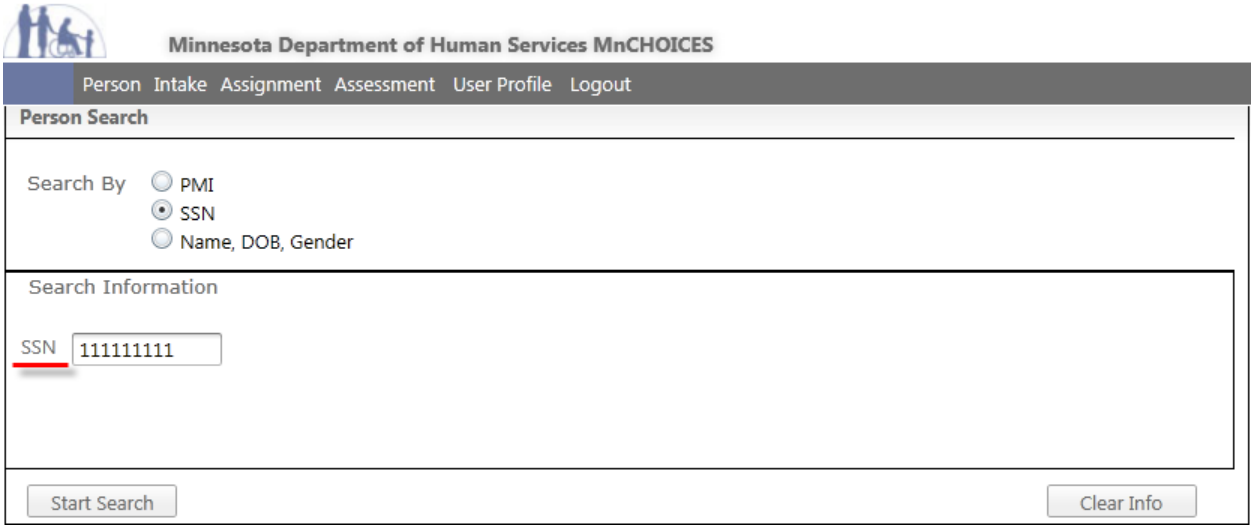
The Clear Info button resets the search criteria values.

While a search is running, the Start Search and Clear Info buttons are disabled. Once the search is complete, the two buttons are enabled again.



Also, you may search by SSN

TIP: The Social Security Number does NOT need any dashes.



or Name; DOB or Age Range; Gender

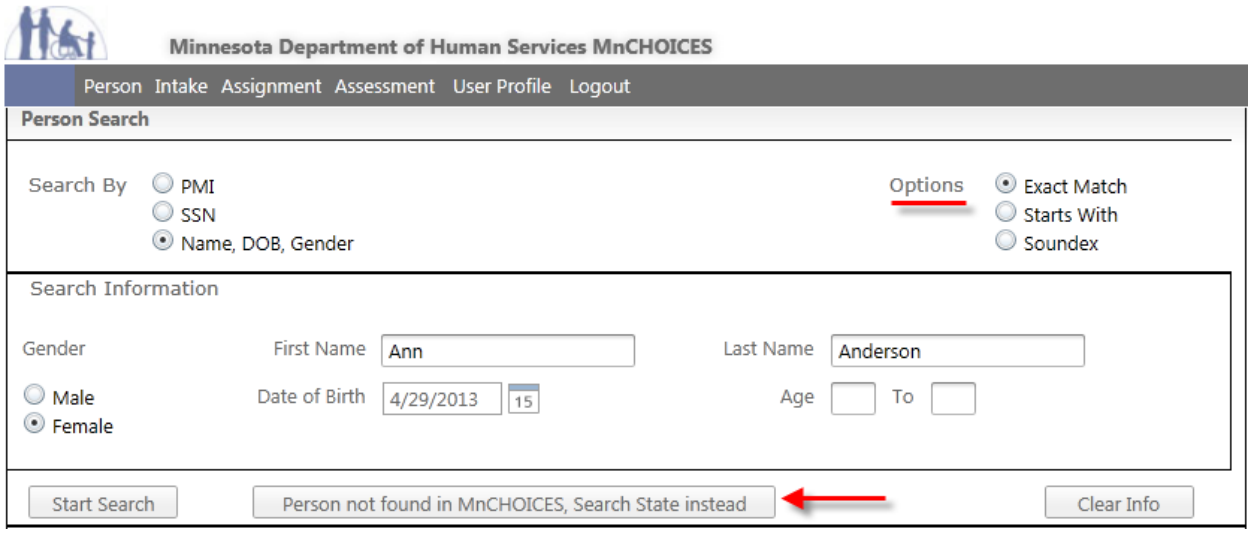
TIP: Date of Birth (DOB) needs to have a four digit year.

TIP: At least one character is required in the First Name and at least two characters in the Last Name text box. First Name and Last Name text boxes are NOT case sensitive.

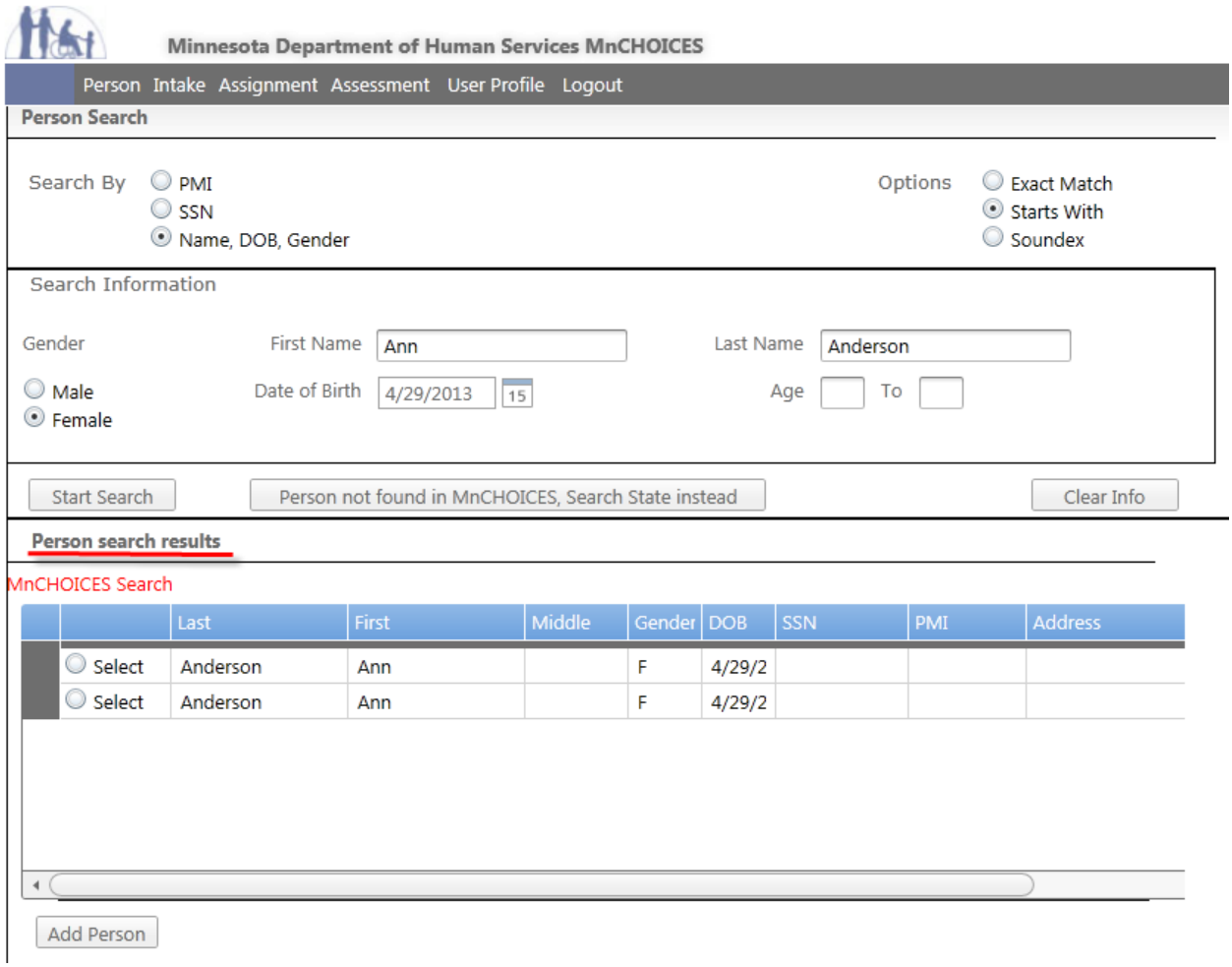
If the search criteria, Name, DOB, and Gender are selected, the Options, Exact Match, Starts With, and Soundex display. The default is Starts With. Soundex is for users that may be uncertain of a name spelling.

The Options, Exact Match and Starts With **ONLY** display for a MnCHOICES search and if the search criteria, Name, DOB, and Gender are selected.

If you don't receive your desired search results, use the button, Person not found in MnCHOICES, Search State instead, to manually search the State database.



In the Person Search Results panel, the individual for the searched PMI displays



Search results are view **ONLY**.

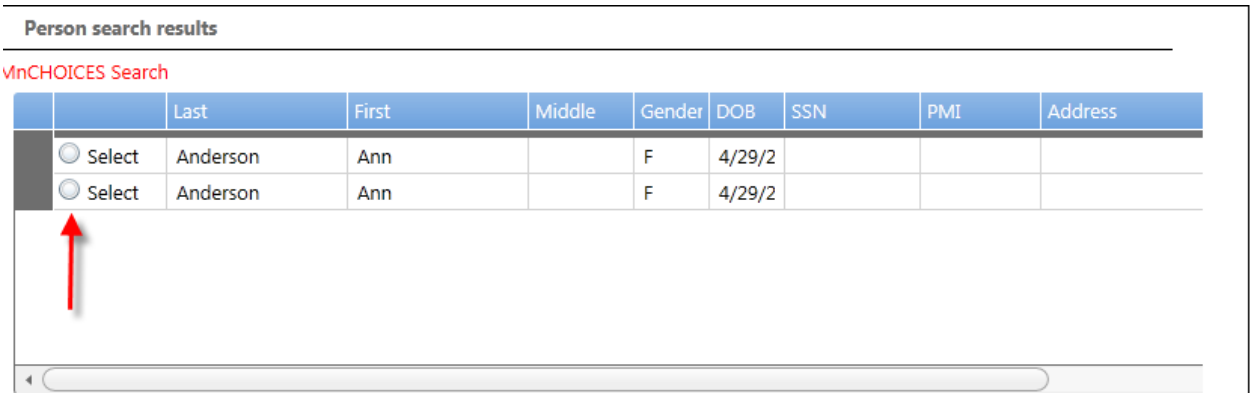
If multiple names per person are returned, a row for each name displays.

Names may NOT be related to the search criteria – e.g. maiden name.

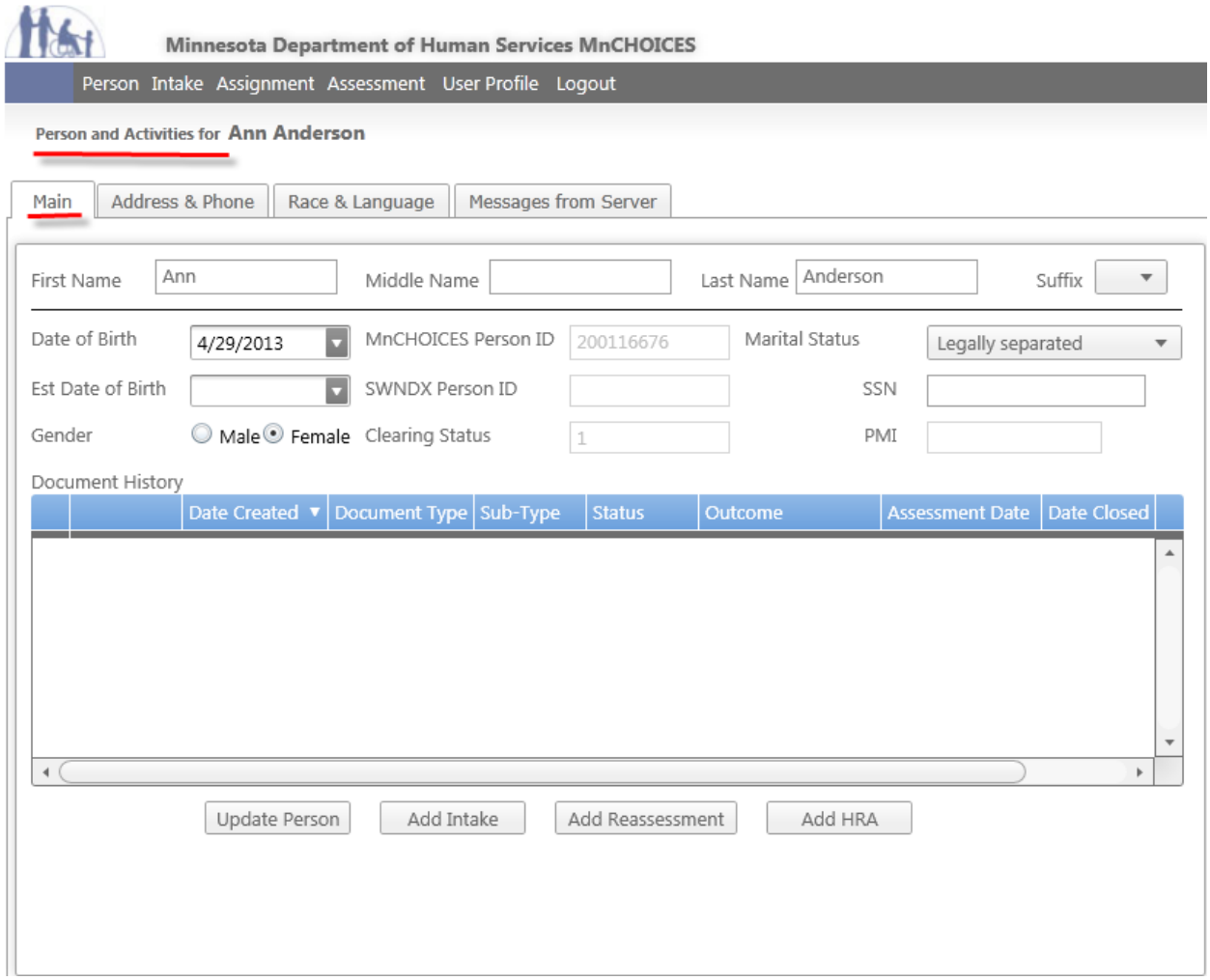
If the person is found in SWNDX and local county records exist, the system returns client demographic details (e.g. phone, race, etc.) and **ALL** addresses from the most recently cleared local county record.

If the person is found in SWNDX and local county records do NOT exist, the system **ONLY** returns person information (e.g. name, DOB, gender, address, etc.) and physical address.

4. In the Person Search Results panel, select the individual



The Main Tab for Person and Activities appears

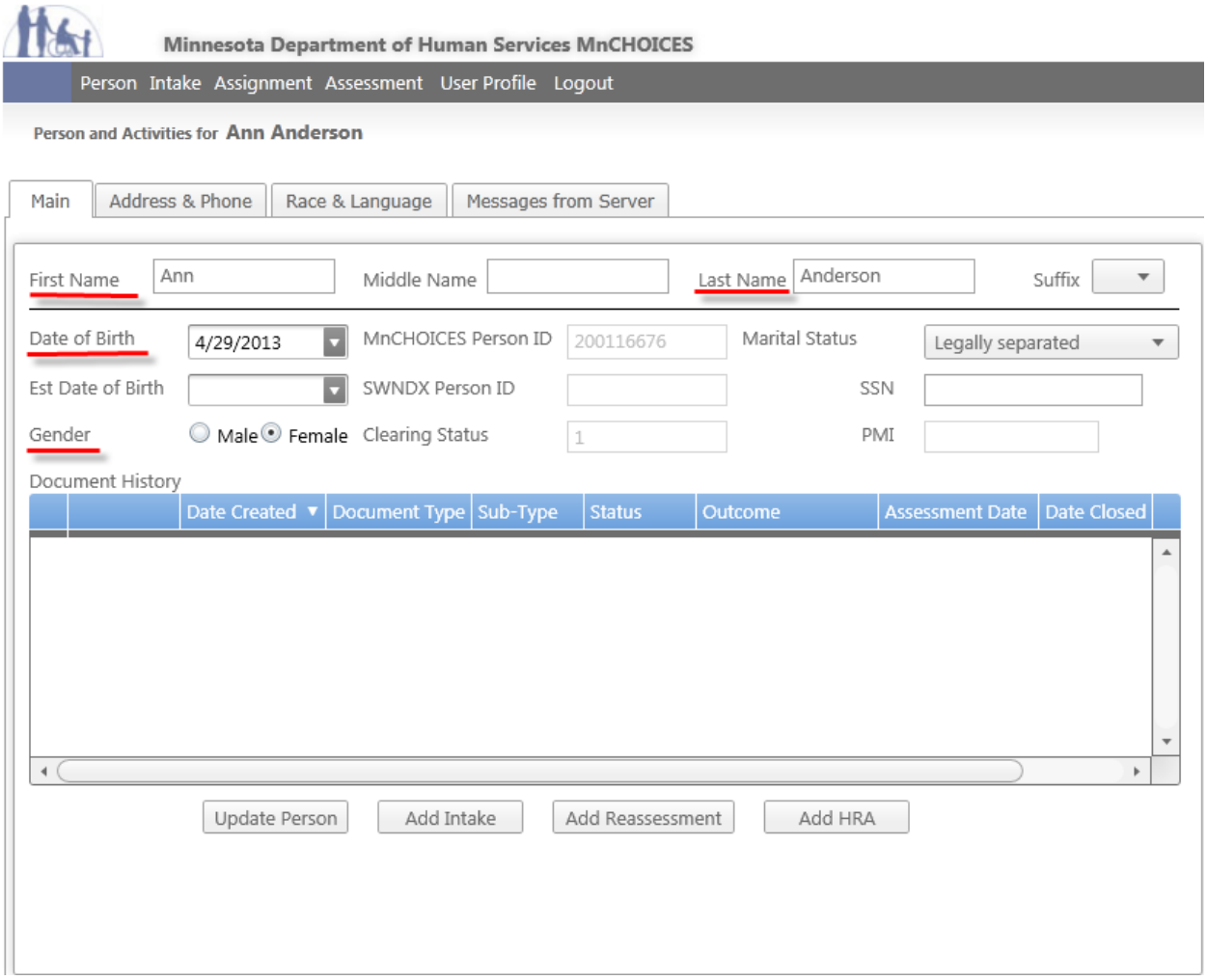


PERSON SEARCH FROM SSIS LAUNCH

When a person launch from SSIS is invoked and MnCHOICES is NOT open, MnCHOICES searches for the SSIS person in MnCHOICES by the SWINDX ID.

If MnCHOICES finds a SWINDX ID match when performing a search from the SSIS person launch, the Person and Activities For screen is populated and displayed with the matching record.

If MnCHOICES does NOT find a match on the SWINDX ID when performing the search from the SSIS person launch, MnCHOICES opens the search criteria screen to the person search and populates it with the first name, last name, date of birth, and gender.



PERSON ADD NAVIGATION

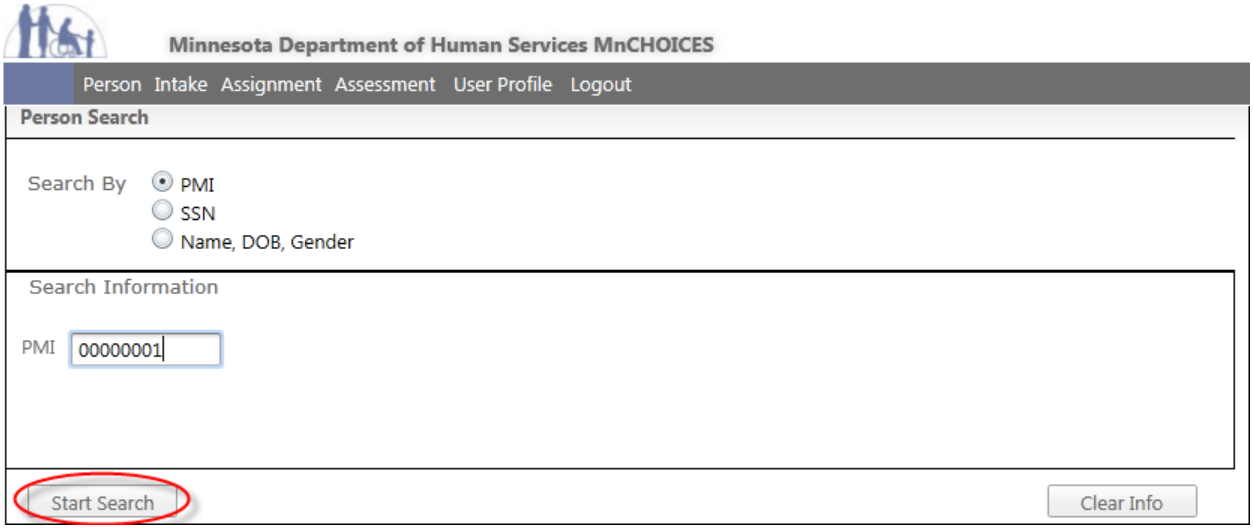
Users with Create Person security access may add a person to MnCHOICES. If the user has Add Person security access, MnCHOICES is launched from SSIS, the SSIS person is NOT found upon a SWINDX ID search, and the person has NOT previously been added, MnCHOICES allows an SSIS person to be added to MnCHOICES. Adding to MnCHOICES invokes the Person and Activities For screen to be populated with the person information from SSIS. Users may edit this information.

If launching from SSIS and the user does NOT have Access Person Search security access, the Person Search screen does NOT display.

If launching from SSIS and the user does NOT have Edit/View Person security access, the Person and Activities For screen does NOT display.

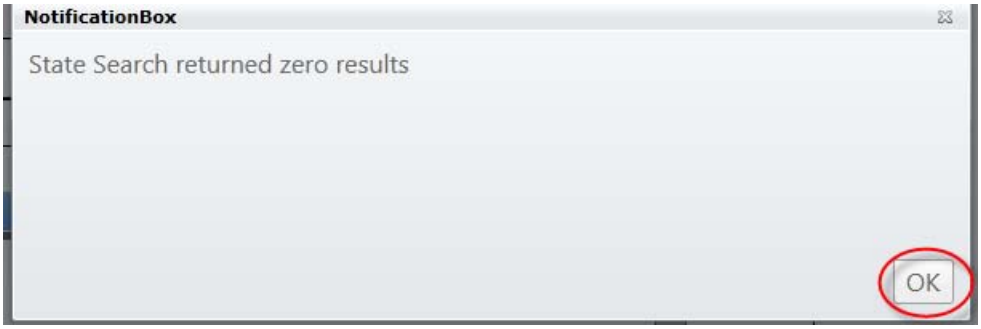
1. On the Person Search screen, search by the PMI; SSN; or Name, DOB, Gender

TIP: To save a person in MnCHOICES, First Name, Last Name, Gender, and Date of Birth/estimated Date of Birth are required as a minimum.

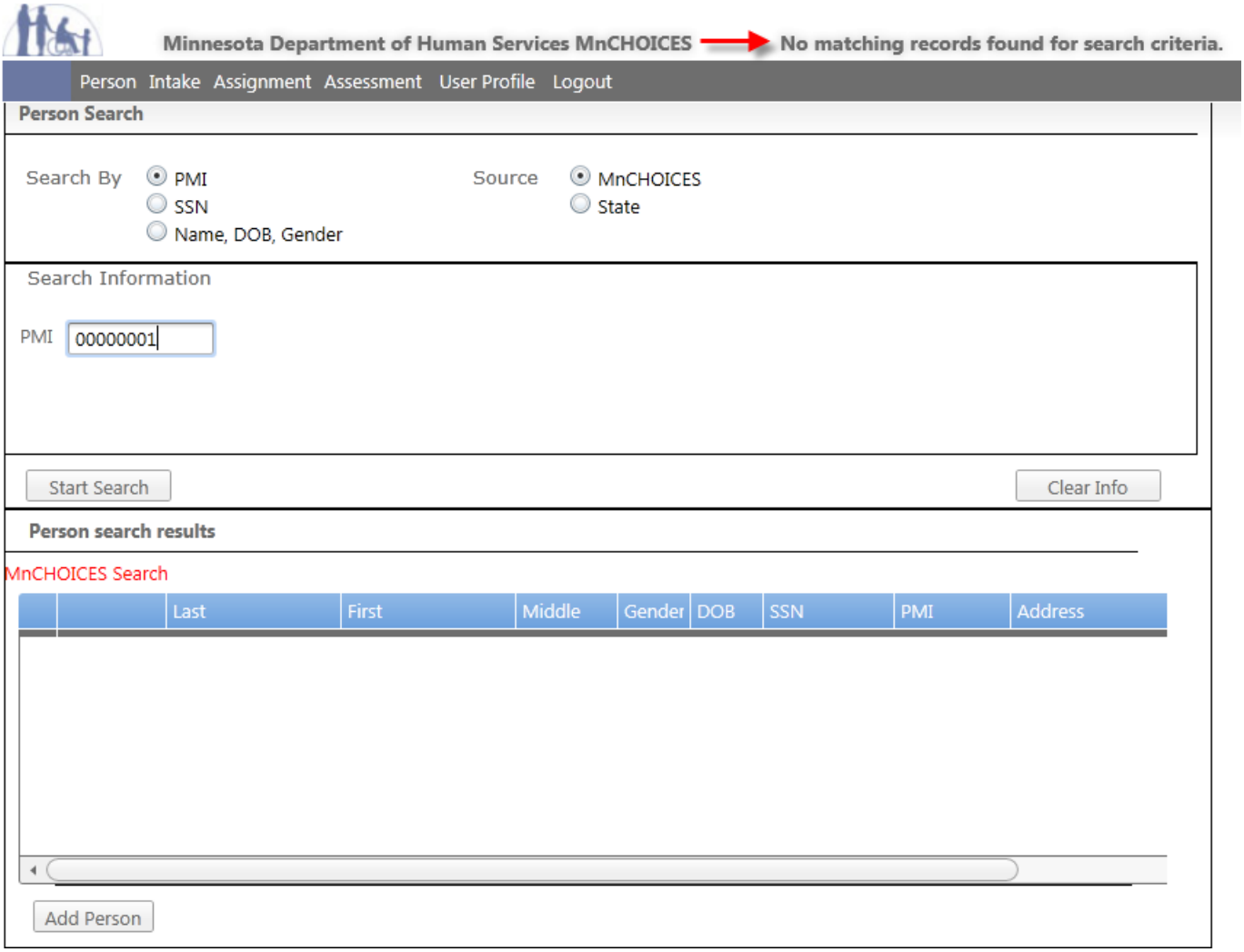


If no search results are found, a notification box appears

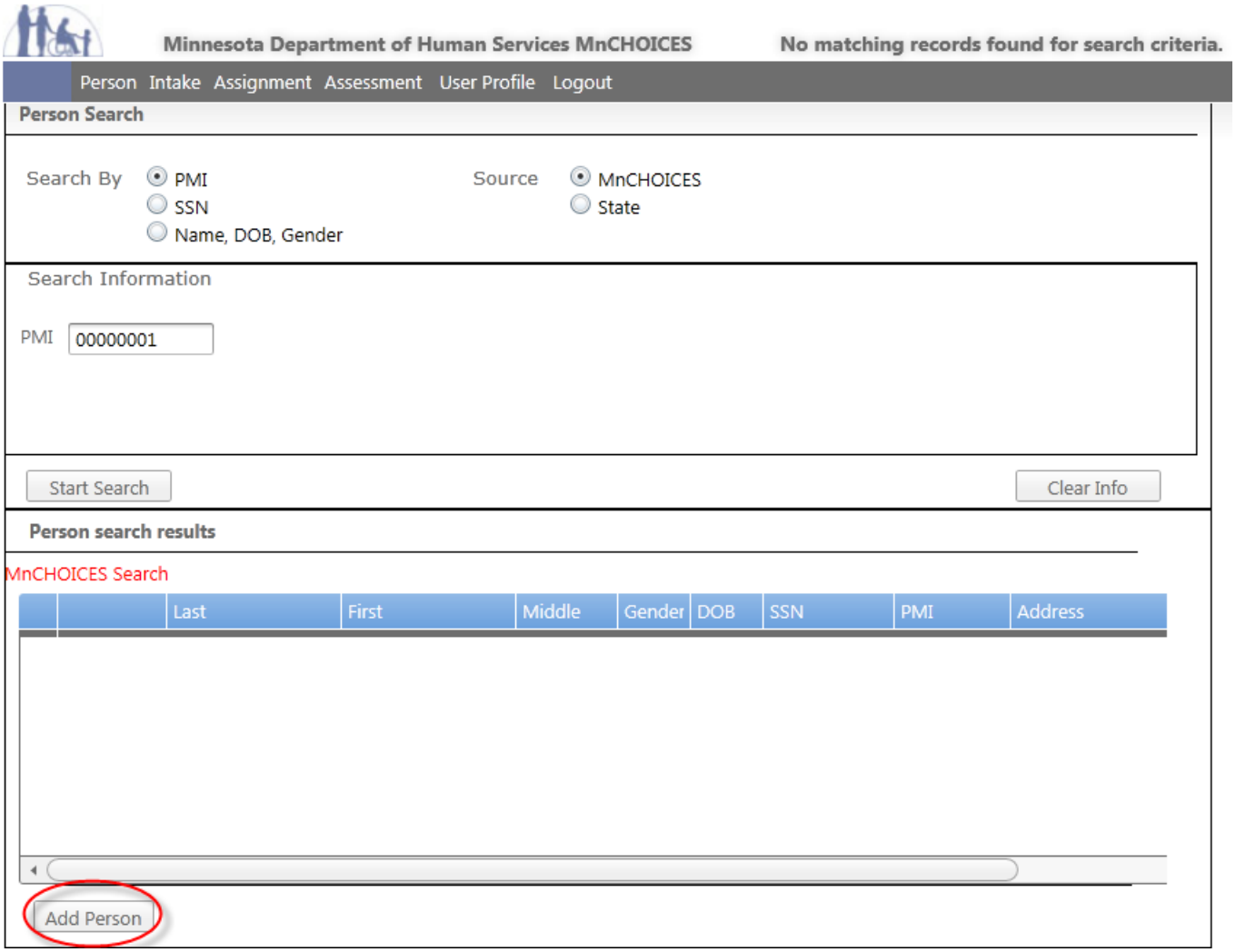
2. Select the OK button



A message notifying the user that no records have been found displays



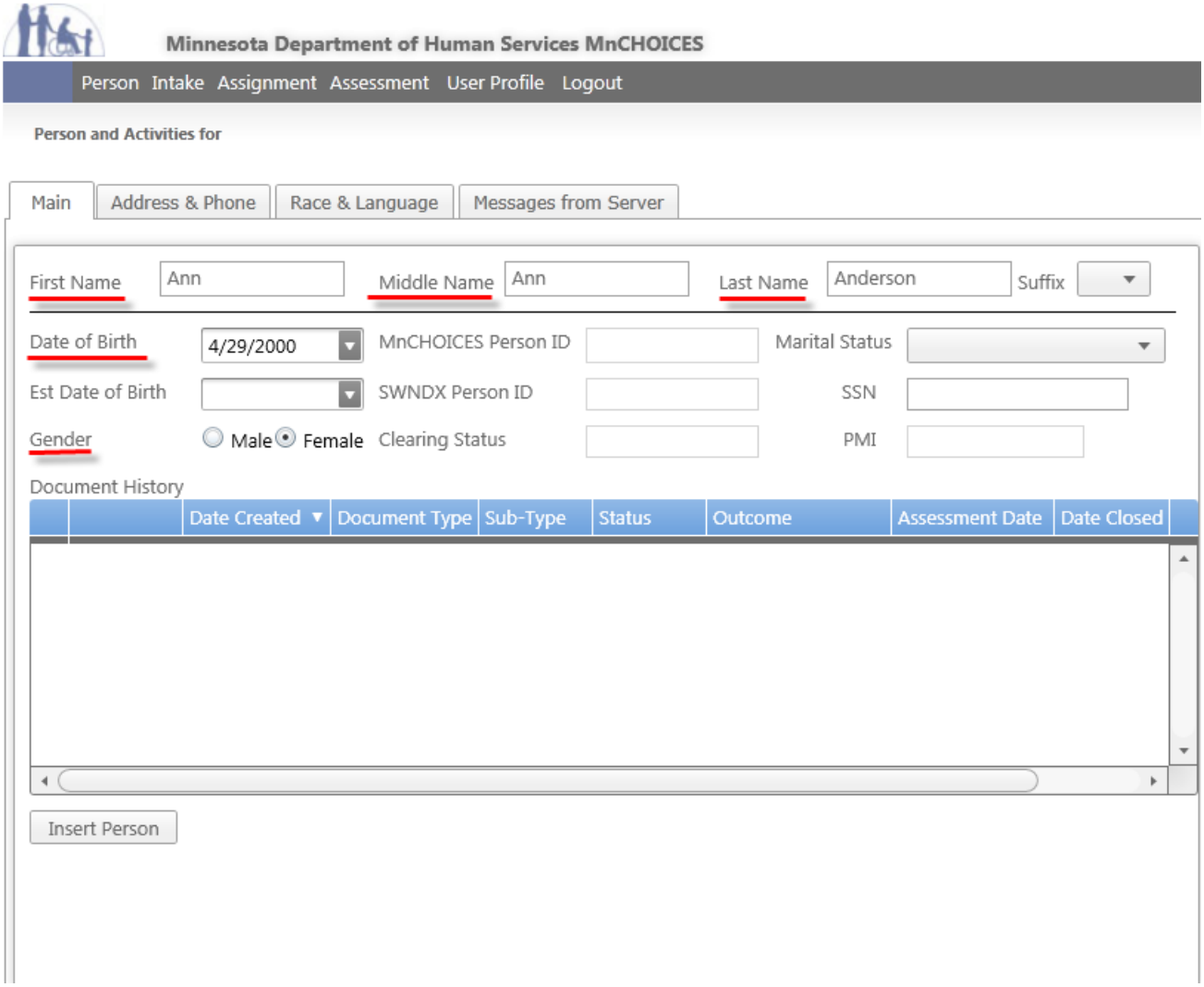
3. Select the Add Person button



The Main tab for the Person and Activities For Panel displays

4. Complete all the appropriate information

TIP: First Name, Middle Name, Last Name, Birth and Gender are required.

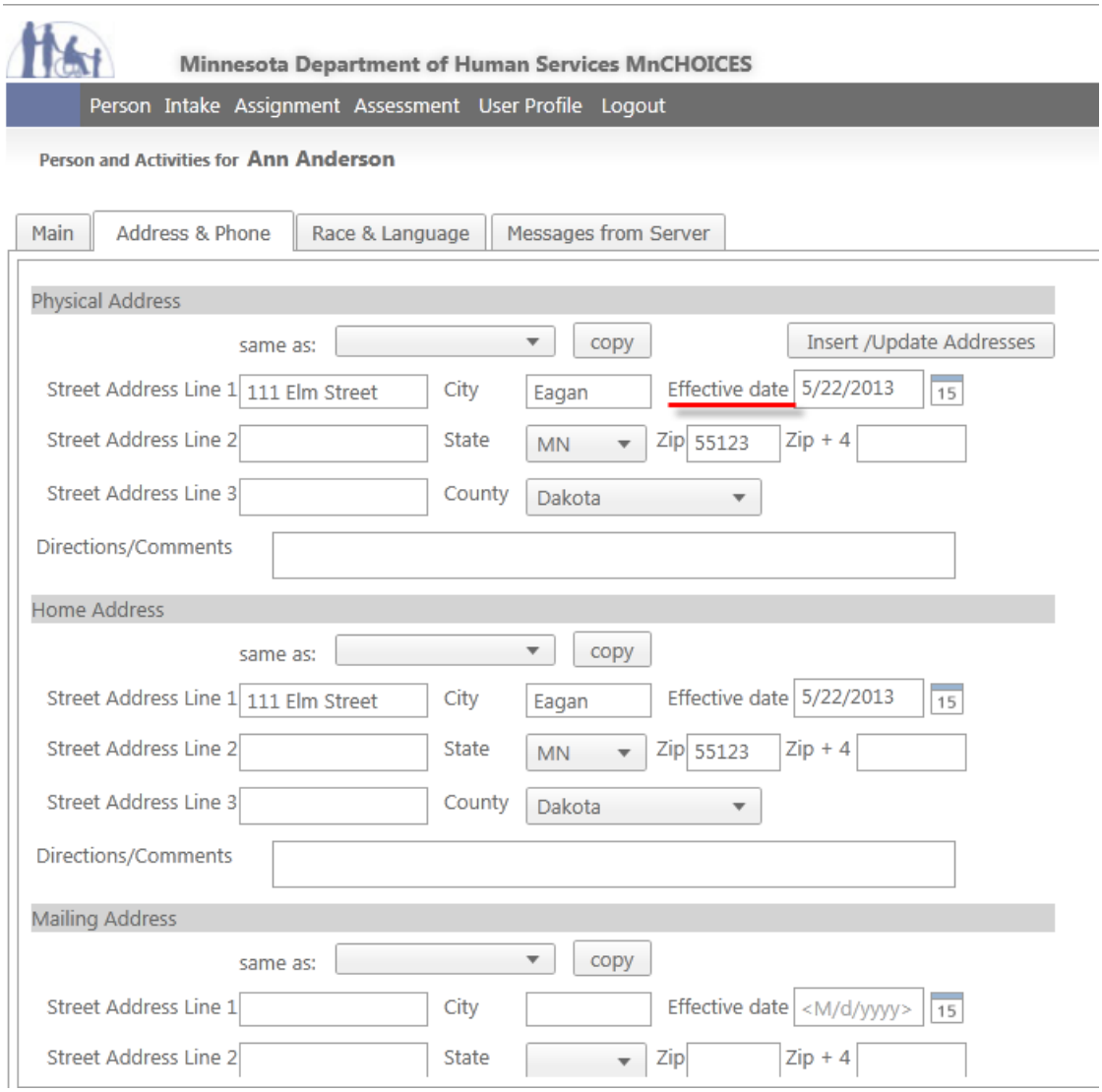


5. Select the Address & Phone tab

6. Complete all appropriate information

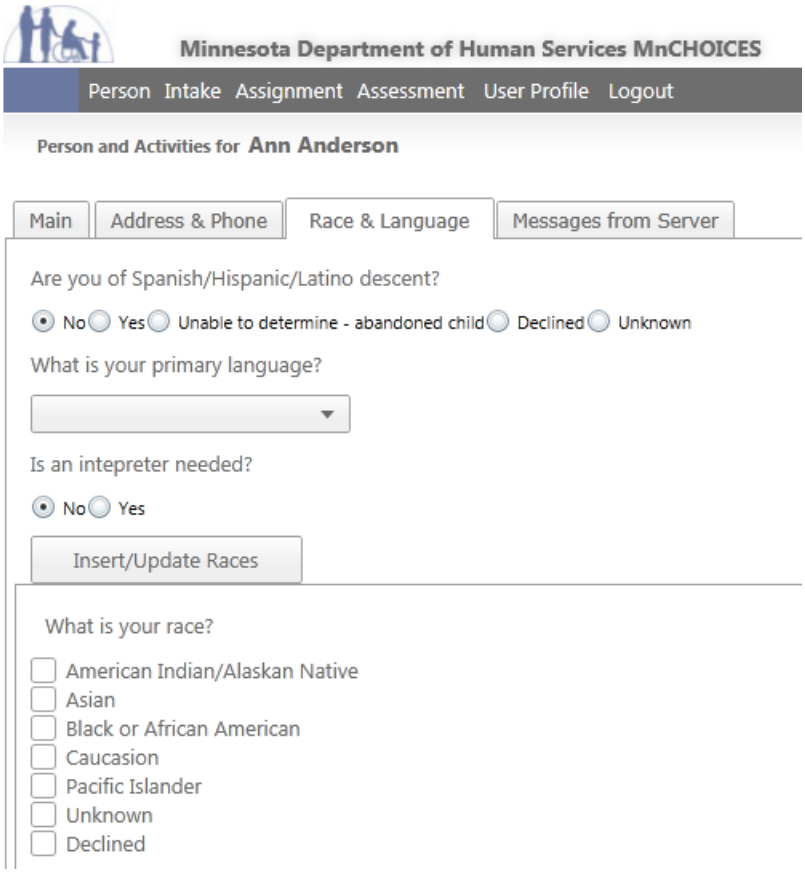
TIP: One address and an effective date are required for a disposition.

TIP: Scroll down or use arrow keys to complete all information.



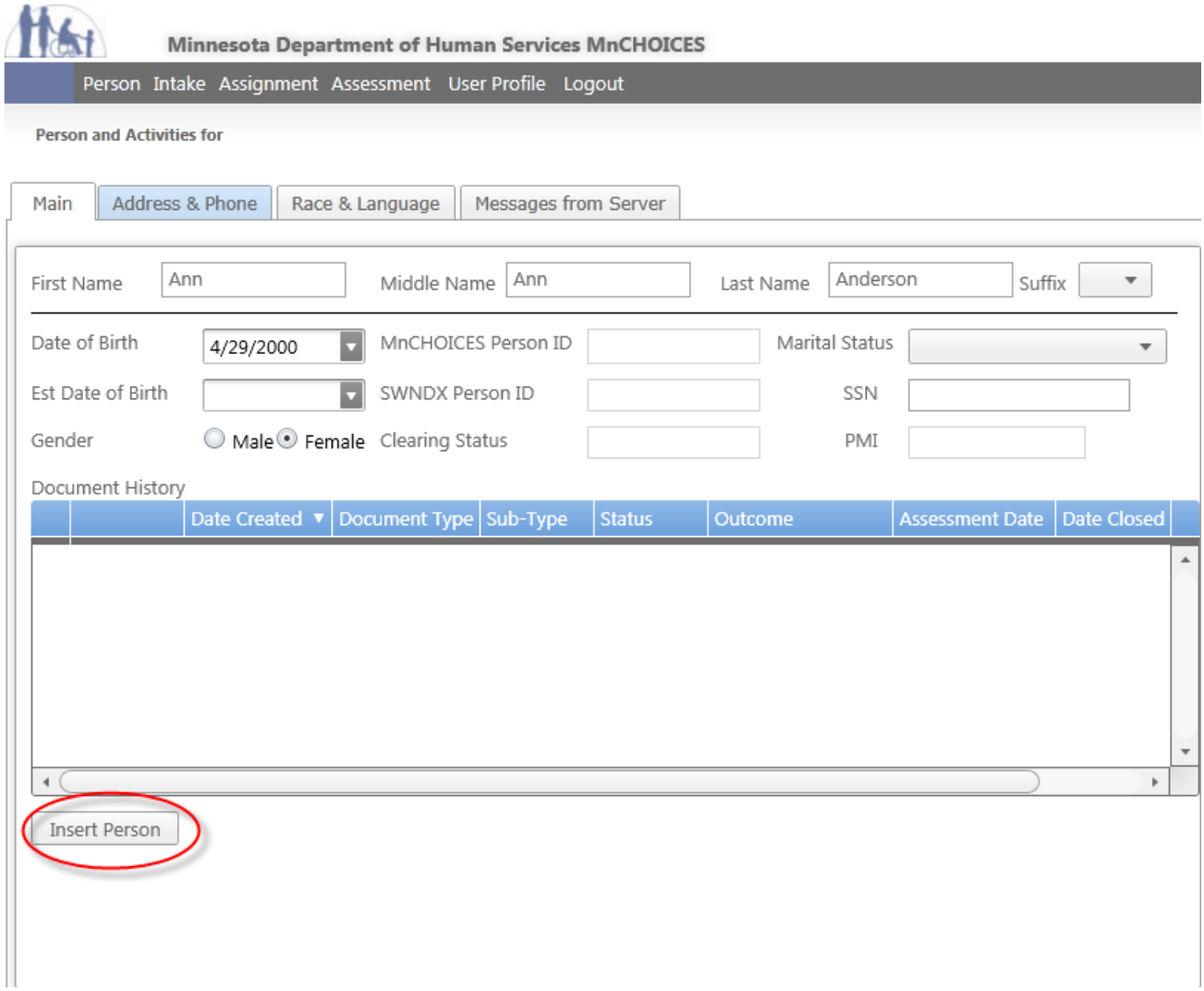
7. Select the Race & Language tab

8. Complete all appropriate information

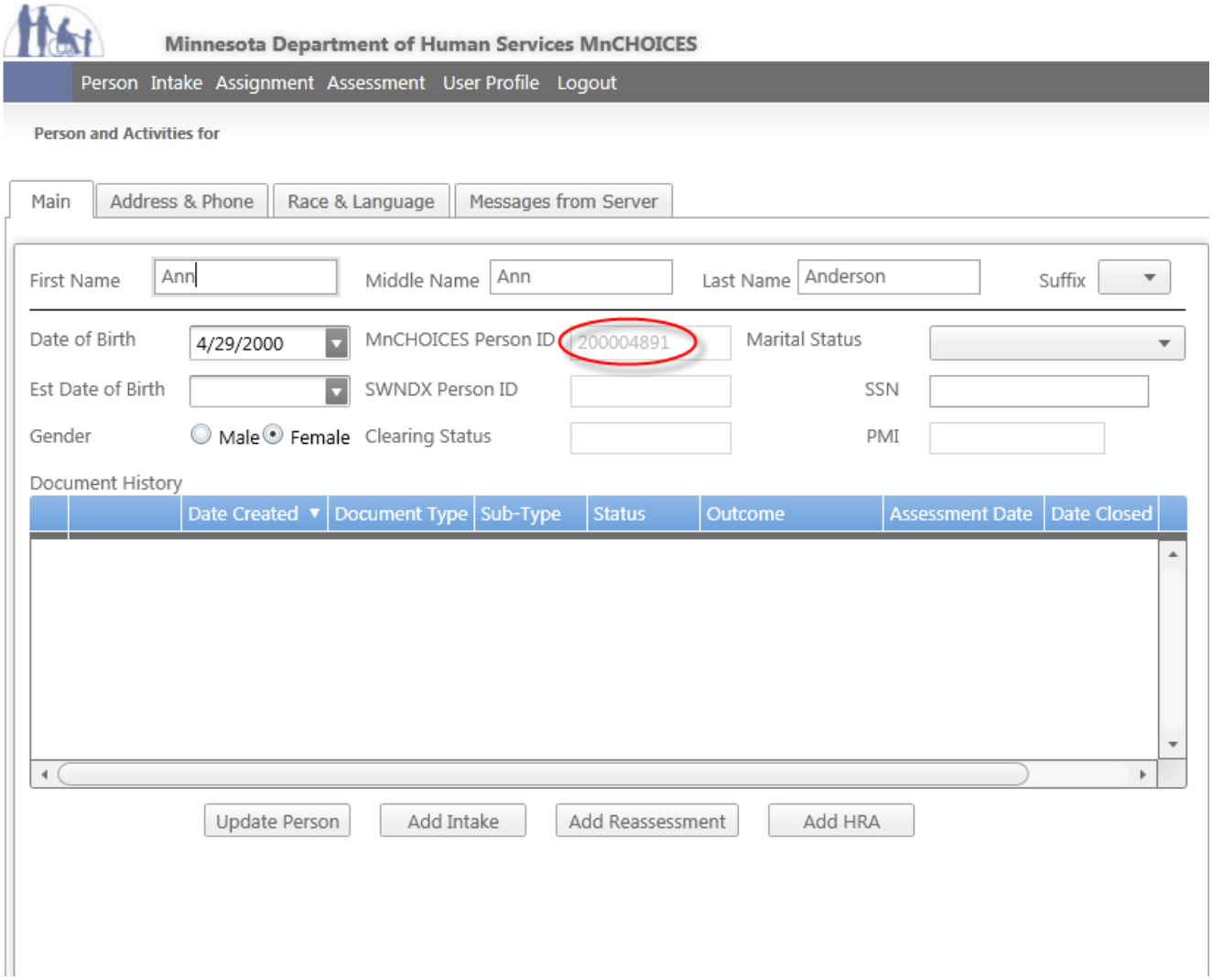


9. After completing all appropriate information, on the Main tab, select the Insert Person button to save the Person and Activities for information

TIP: You will see a blue banner running across the screen as the database is updating.



When adding a new person, the individual is automatically assigned a MnCHOICES Person ID



PERSON MAINTENANCE NAVIGATION

If a person has one or more previously completed Intakes or MnCHOICES Assessments, answers to **ALL** questions shall be pre-populated from the most recent Intake or MnCHOICES Assessment.

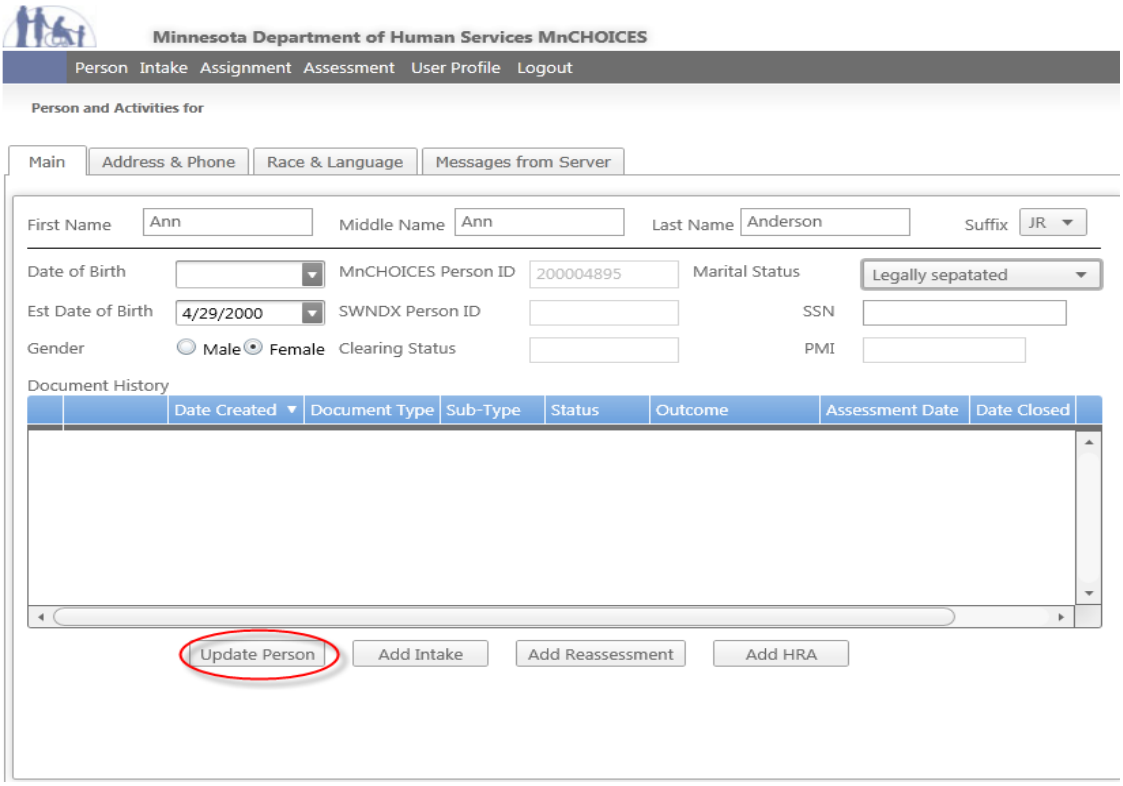
Person demographics are editable in Person Maintenance **ONLY** (**NOT** within the Intake OR Assessment). As a result, the Person demographics are updated in **ALL** Intakes, Health Risk Assessments, and Assessments that are NOT closed within Person Maintenenct.

Person information is NOT updatable in SSIS counties from MnCHOICES.

1. On the Main tab, modify any enabled information including First Name, Middle Name, Last Name, Suffix, Date of Birth, Estimated Date of Birth, Gender, Marital Status, and Social Security Number.

The MnCHOICES Person ID, SWNDX ID, Clearing Status, and PMI Number are display **ONLY** and **NOT** editable. This information can**NOT** be entered when adding a new person.

2. Select the Update Person button



The updated information on all the tabs save

3. Select the Address & Phone tab

The system allows the user to maintain three different address types: Physical Location, Home, and Mailing address.

The system allows the user to maintain three different phone types: Home, Work, and Cell. **ALL** phone types have their own separate comment boxes.

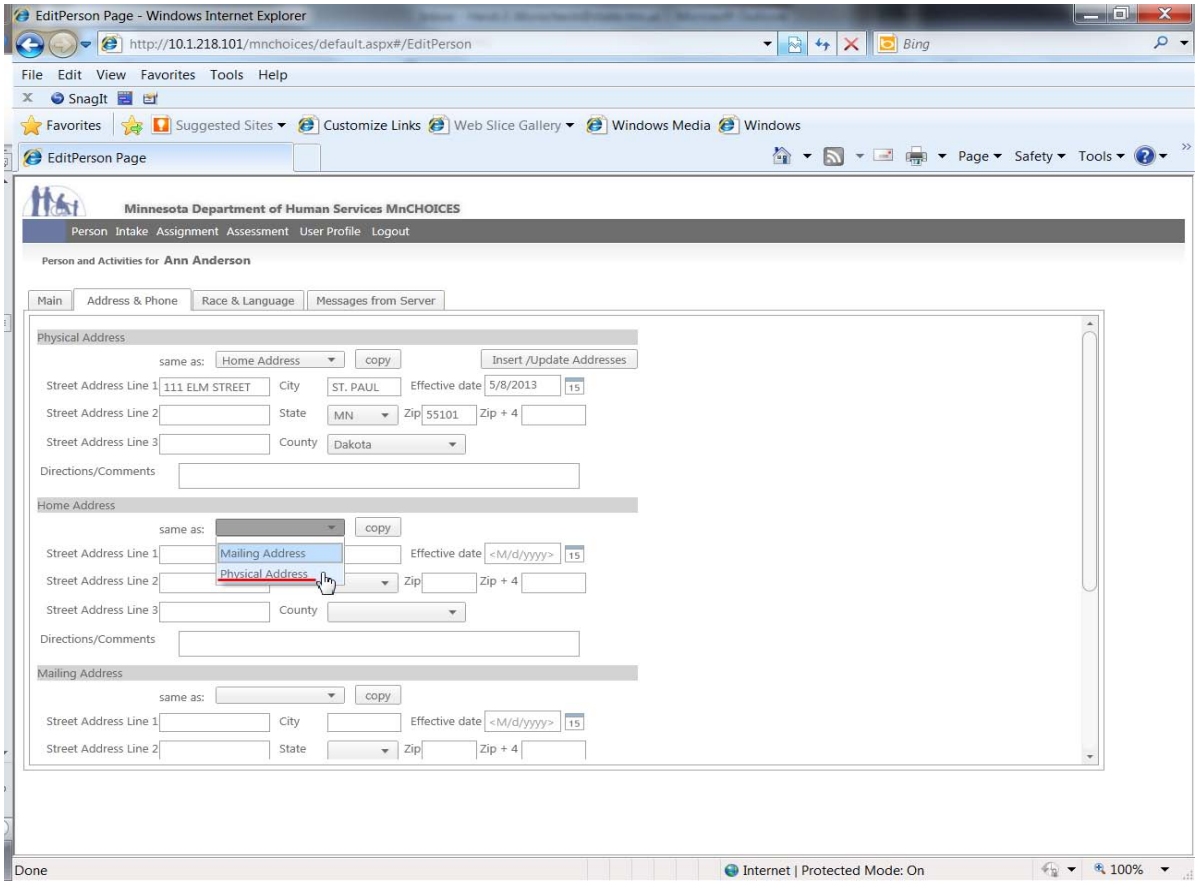
The system allows the user to maintain two different email types: Home and Work. Both email types have their own separate comment boxes.

4. Modify any enabled information

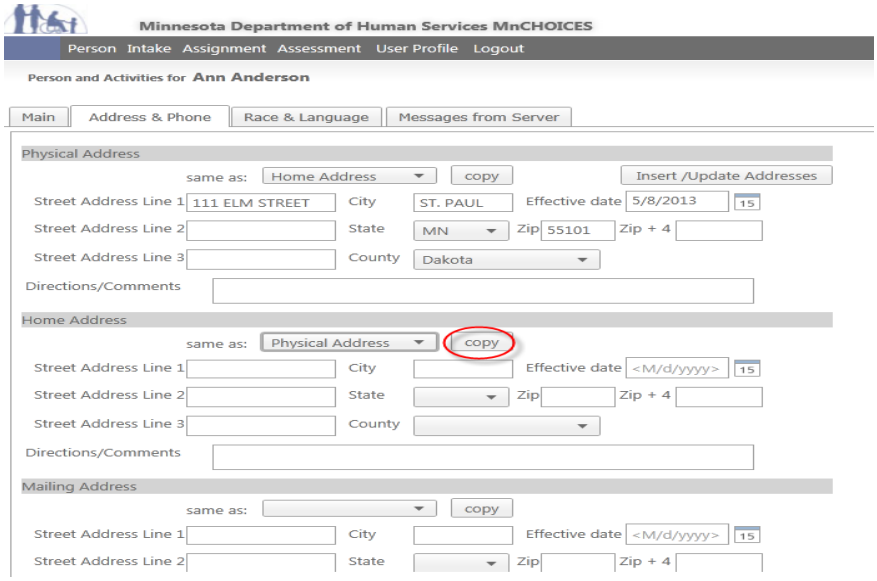
The user may copy **ALL** address information from one address type to another by using the copy button.

When adding an Intake or Assessment, the Intake or Assessment automatically populates with the Physical Location **ONLY**.

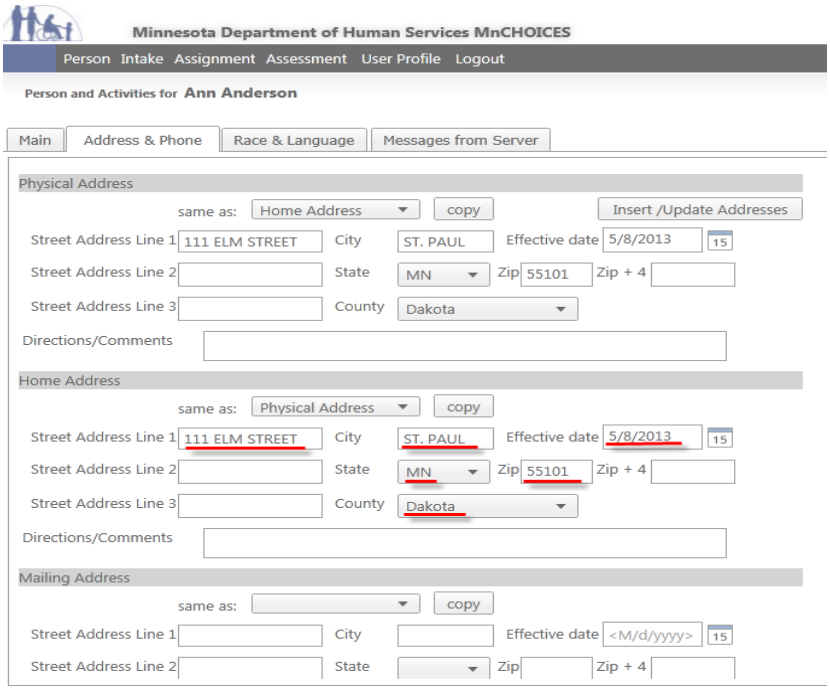
5. Select the address to copy to from the Same As drop down menu



6. Select the Copy button of where the address is copying to



The address and the effective date copy from one address area to another

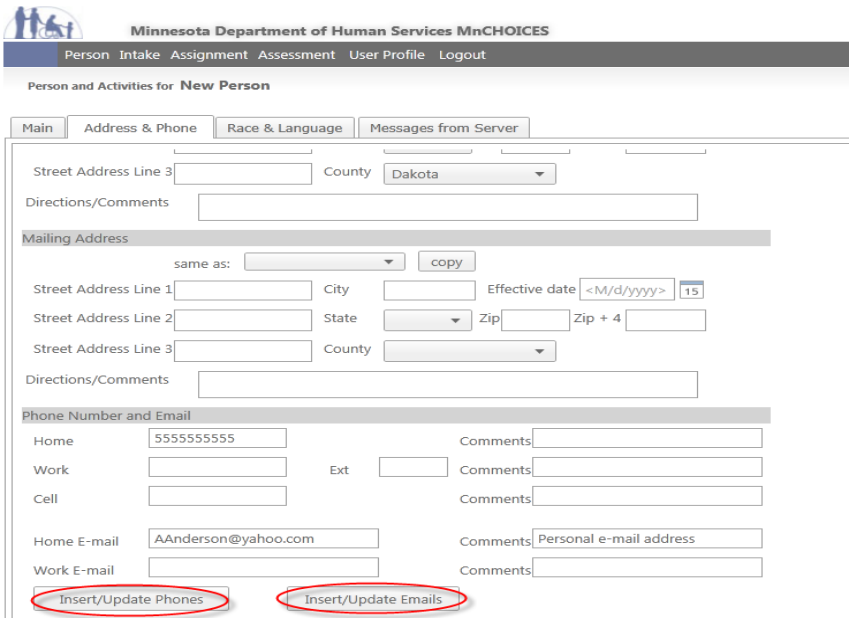


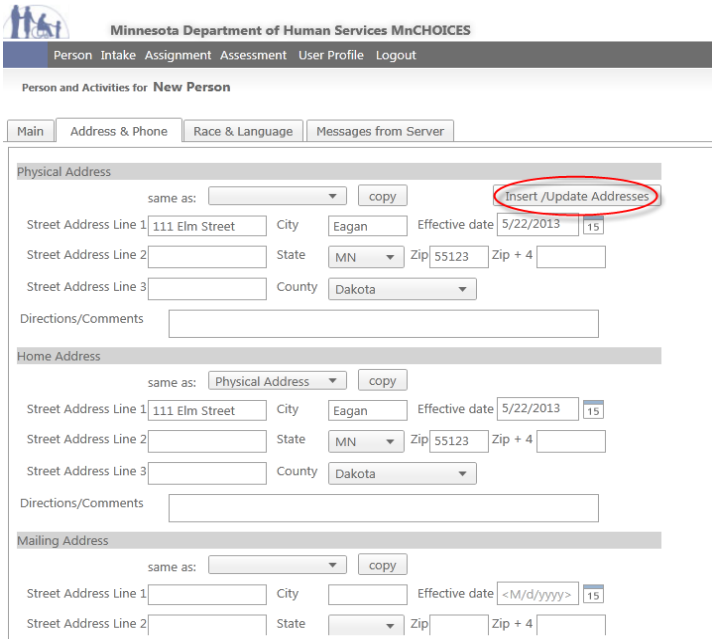
7. Select the Insert/Update Addresses, Insert/Update Phones, and/or Insert/Update Emails buttons

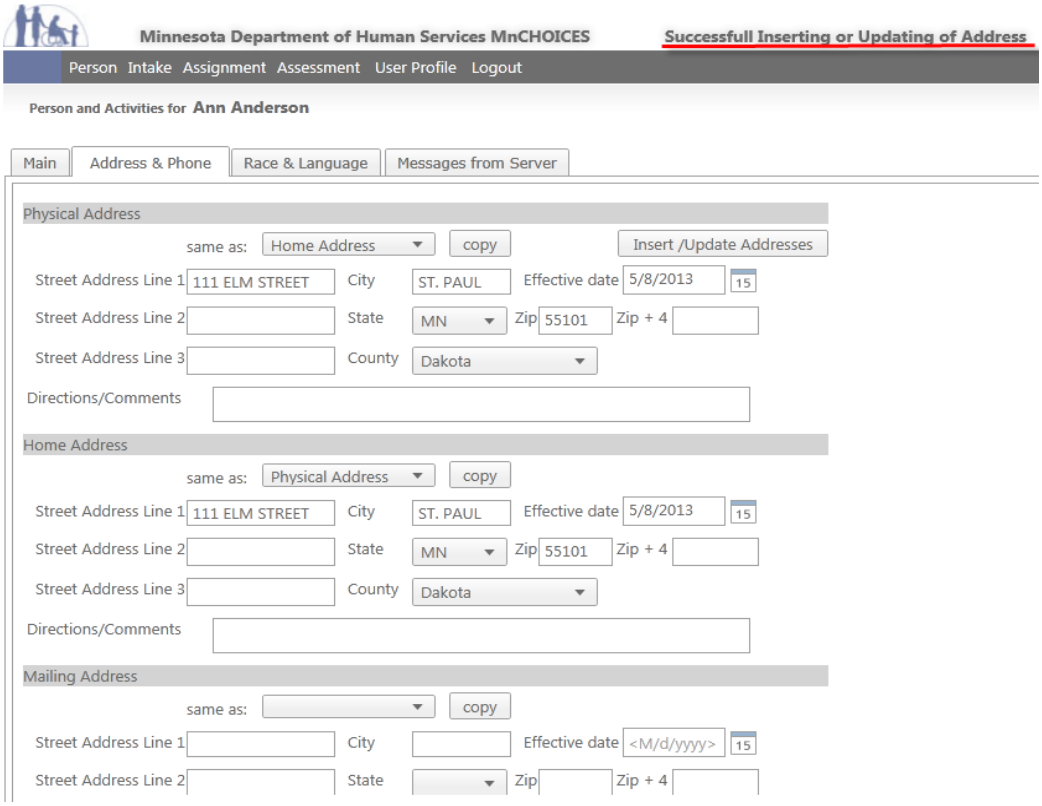
The Insert/Update Addresses, Insert/Update Phones, and Insert/Update Emails buttons save any updates to that information.

TIP: **ONLY** put numbers (NO special characters) in the phone number box.

TIP: You may need to scroll down to view the buttons






Minnesota Department of Human Services MnCHOICES
Successfull Inserting or Updating of Address
Person Intake Assignment Assessment User Profile Logout
Person and Activities for Ann Anderson
Main
Address & Phone
Race & Language
Messages from Server
Physical Address
same as: Home Address copy Insert /Update Addresses
Street Address Line 1 111 ELM STREET City ST. PAUL Effective date 5/8/2013
Street Address Line 2 State MN Zip 55101 Zip + 4
Street Address Line 3 County Dakota
Directions/Comments
Home Address
same as: Physical Address copy
Street Address Line 1 111 ELM STREET City ST. PAUL Effective date 5/8/2013
Street Address Line 2 State MN Zip 55101 Zip + 4
Street Address Line 3 County Dakota
Directions/Comments
Mailing Address
same as: copy
Street Address Line 1 City Effective date <M/d/yyyy>
Street Address Line 2 State Zip Zip + 4

8. Select the Race & Language tab
9. Modify any enabled information

You may select multiple Race options.

Some questions have hidden sub-group questions. For example, if you respond 'American Indian/Alaskan Native' to the question: 'What is your race?' the system displays the question and options for 'American Indian/Alaskan Native' sub-group. You may select multiple responses to the sub-group. In addition, the system will display the question and responses for 'Tribal Status.' You may select **ONLY** one tribal status.

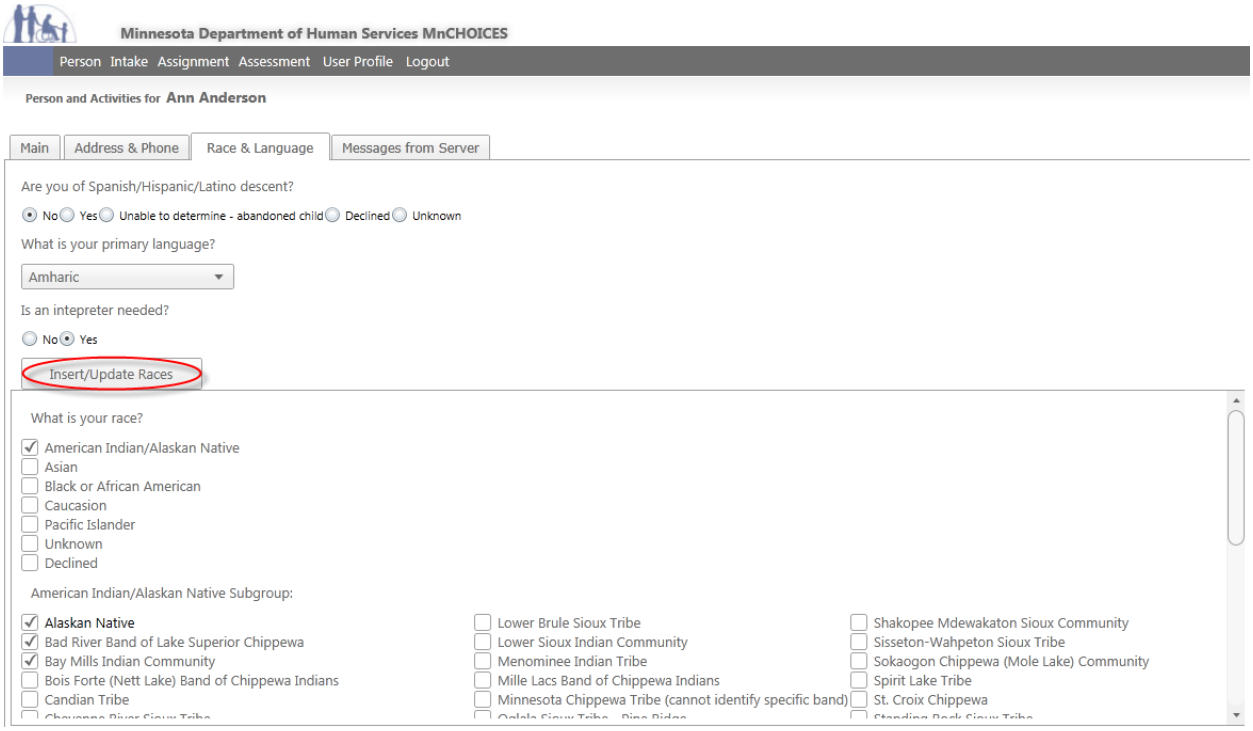
You may select **ONLY** one language.

Radio buttons may be either selected or unselected.

You may select **ONLY** one option, 'Yes' or 'No', for the question 'Is an interpreter needed?'

If you uncheck a question, **ALL** sub-group questions will be hidden and the answers will be cleared.

10. Select the Insert/Update Races button



TIP: After adding/updating addresses, phone numbers, and/or races, you **MUST** go back to the Main tab and select the Update Person button to save.

INTAKE

INTAKE OBJECTIVE

The objective for Intake is to collect current information about the case. Intake is a preliminary screening to gather information about the person to determine if the person wants/needs an assessment.

TIP: Prior to an Intake or Assessment, confirm Gender and Date of Birth.

At Intake, the person's age is calculated using the date the Intake was created and the date of birth (or estimated date of birth). A child under one year of age is displayed as 0 age. **ONLY** age appropriate questions are displayed in the Intake.

If an Assessor has "Create Intake" security access and if the person already has an Intake, HRA, or a MnCHOICES assessment that is **NOT** Closed, an Assessor may create or update an Intake. An Intake is created from the Person and Activities For screen.

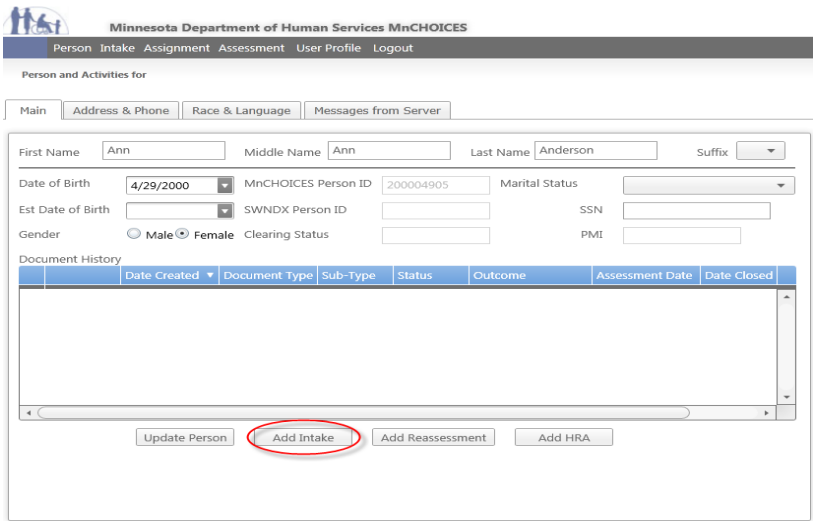
When an Intake is created, the Intake's Lead Agency is set to the user's Lead Agency.

If a person has one or more previously completed Intakes or MnCHOICES Assessments, answers to **ALL** questions are pre-populated from the most recent Intake or MnCHOICES Assessment.

ADD INTAKE NAVIGATION

A new Intake is created **ONLY** from the Add Intake button.

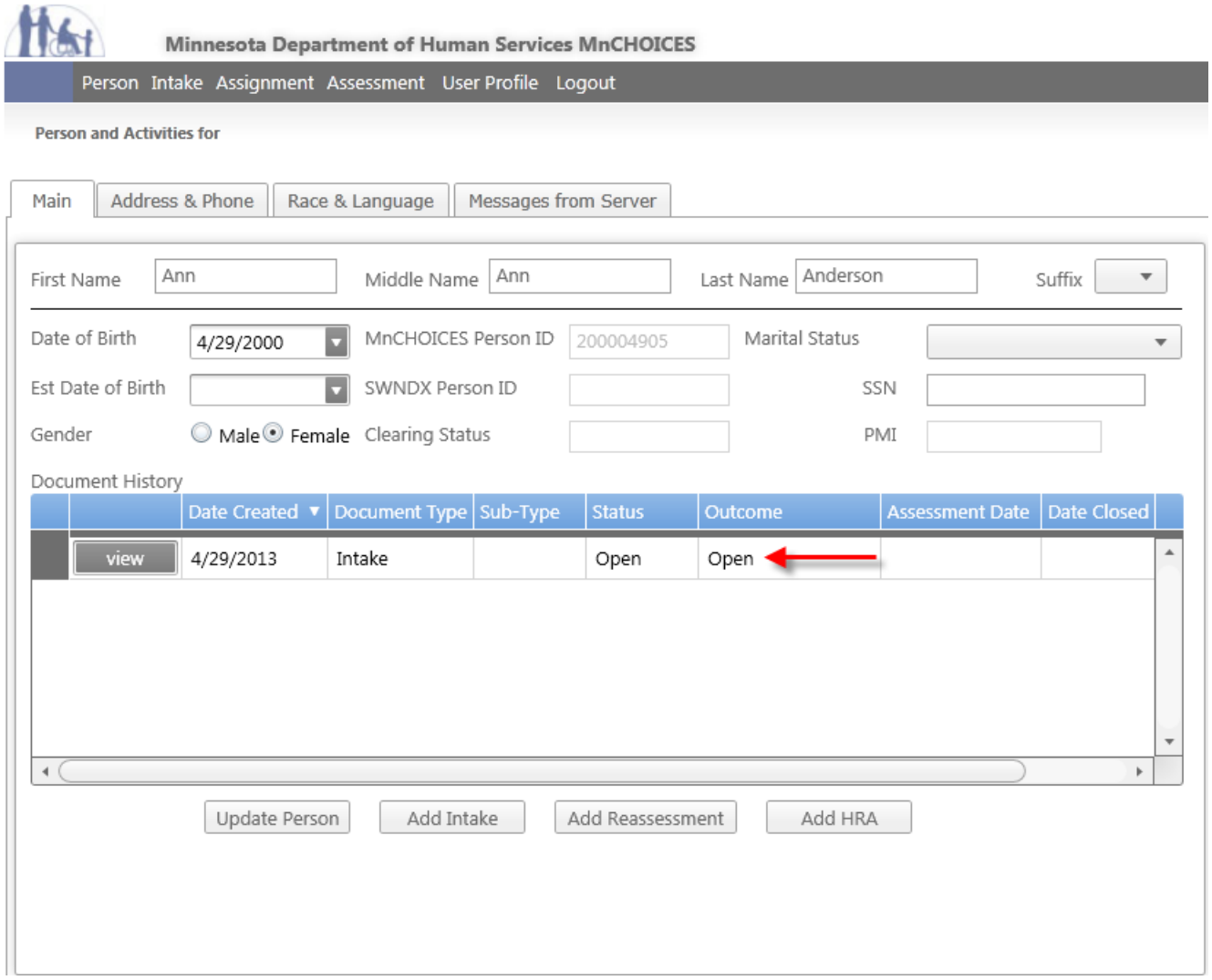
1. Select the Add Intake button



A newly created Intake appears in the Document History panel with a Status of Open.

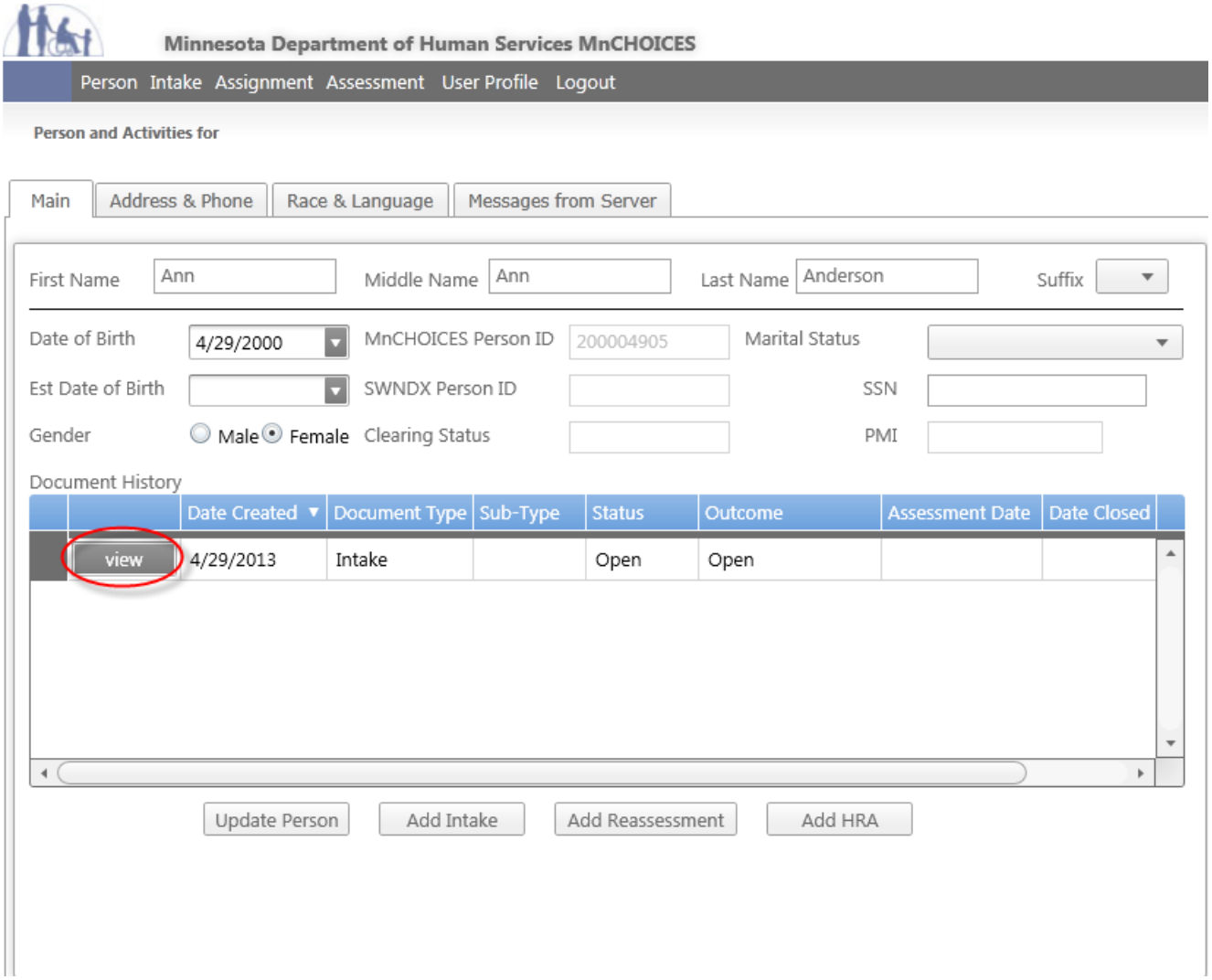
To view further information on Statuses, please, refer to the Intake Statuses Section of the manual: Intake Statuses.

Document History is a table view of **ALL** documents, including Intakes, MnCHOICES Assessments, and Health Risk Assessments (HRA's) for a person. By default, the documents in the Document History table are displayed based upon the document's Date Created. The most recent is displayed first and the oldest is displayed last. You may select a table header to sort the listing according to the user's preference, as well.

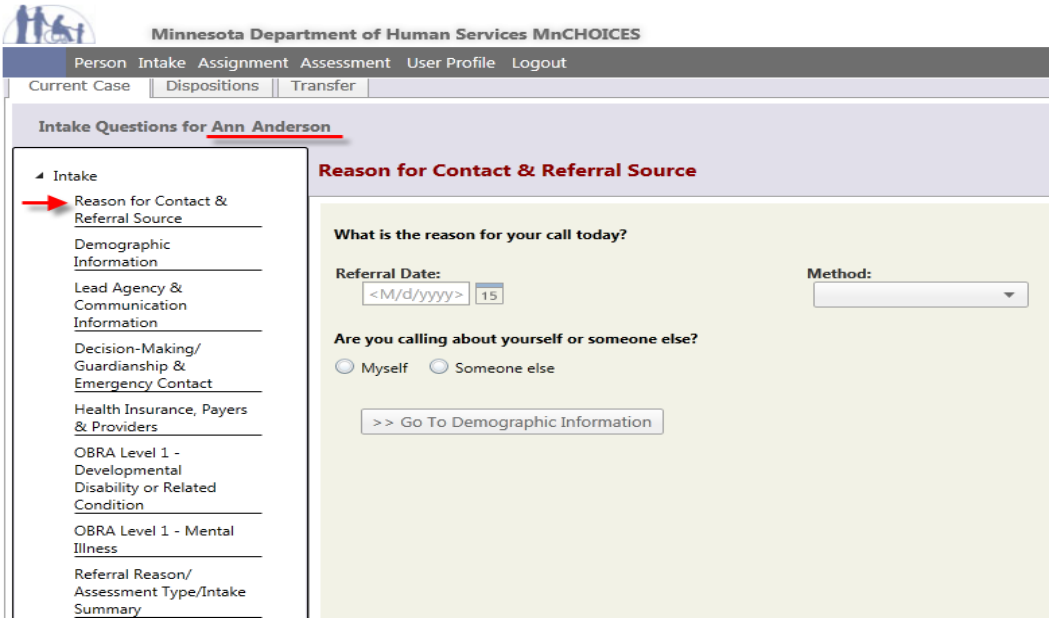


If the status of the Intake is **NOT** Closed, the user's Lead Agency is the same as the Intake's Lead Agency, and the user has Edit Intake security access, **ALL** the Intakes are editable.

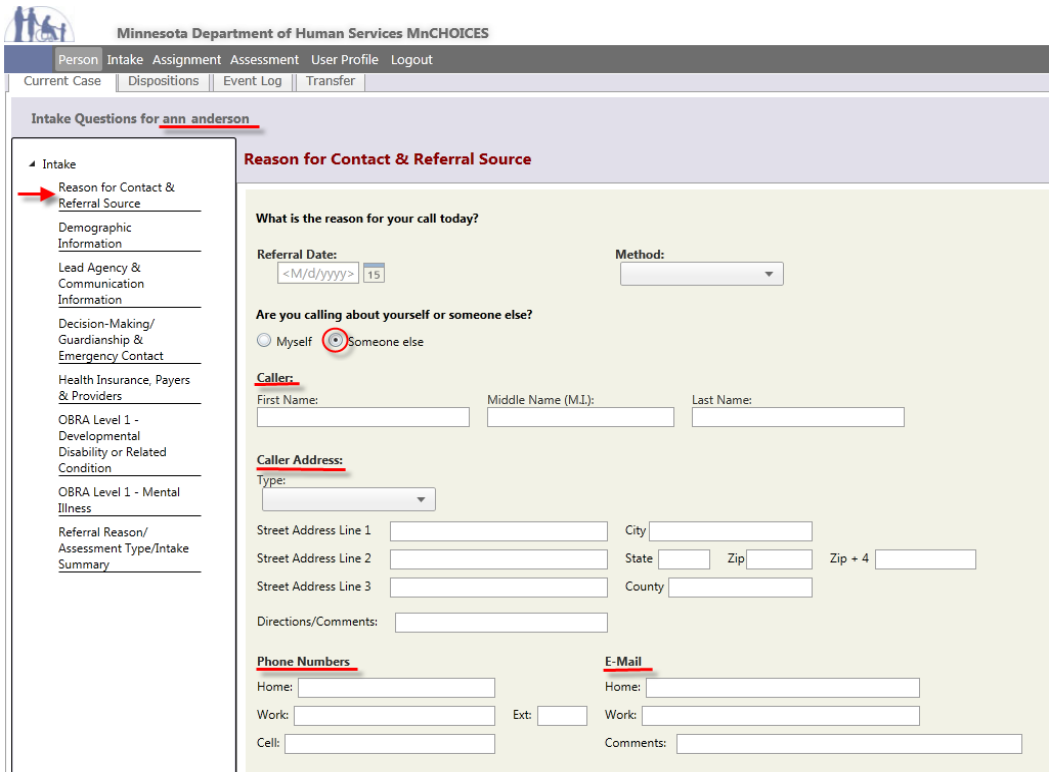
2. Select the View button



The Intake questions of the current case display for the Reason for Contact & Referral Source panel and the process of intake begins.


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Current Case Dispositions Transfer
Intake Questions for Ann Anderson
Intake
Reason for Contact & Referral Source
Demographic Information
Lead Agency & Communication Information
Decision-Making/ Guardianship & Emergency Contact
Health Insurance, Payers & Providers
OBRA Level 1 - Developmental Disability or Related Condition
OBRA Level 1 - Mental Illness
Referral Reason/ Assessment Type/Intake Summary
Reason for Contact & Referral Source
What is the reason for your call today?
Referral Date:
<M/d/yyyy>
15
Method:
Are you calling about yourself or someone else?
Myself
Someone else
>> Go To Demographic Information

If you select Someone Else for the Intake question: “Are you calling about yourself or someone else?”, additional questions appear.

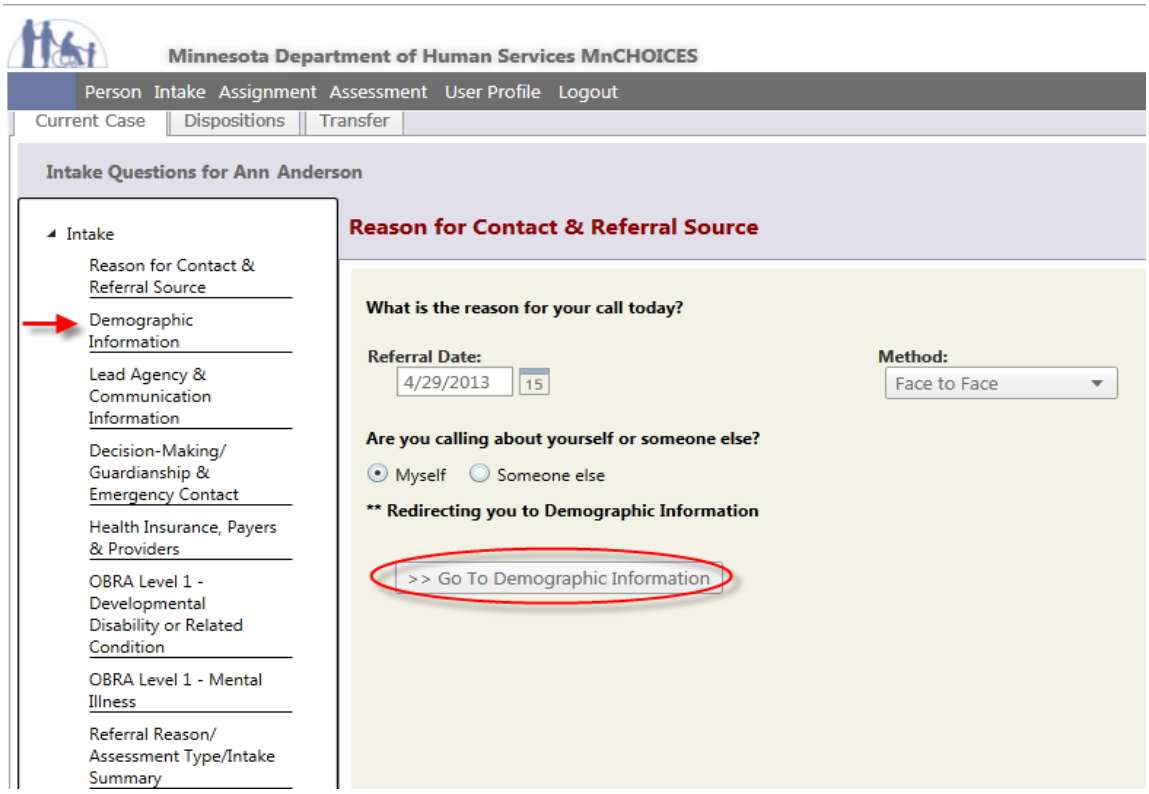


INTAKE NAVIGATION

1. Complete all applicable Reason for Contact & Referral Source information fields

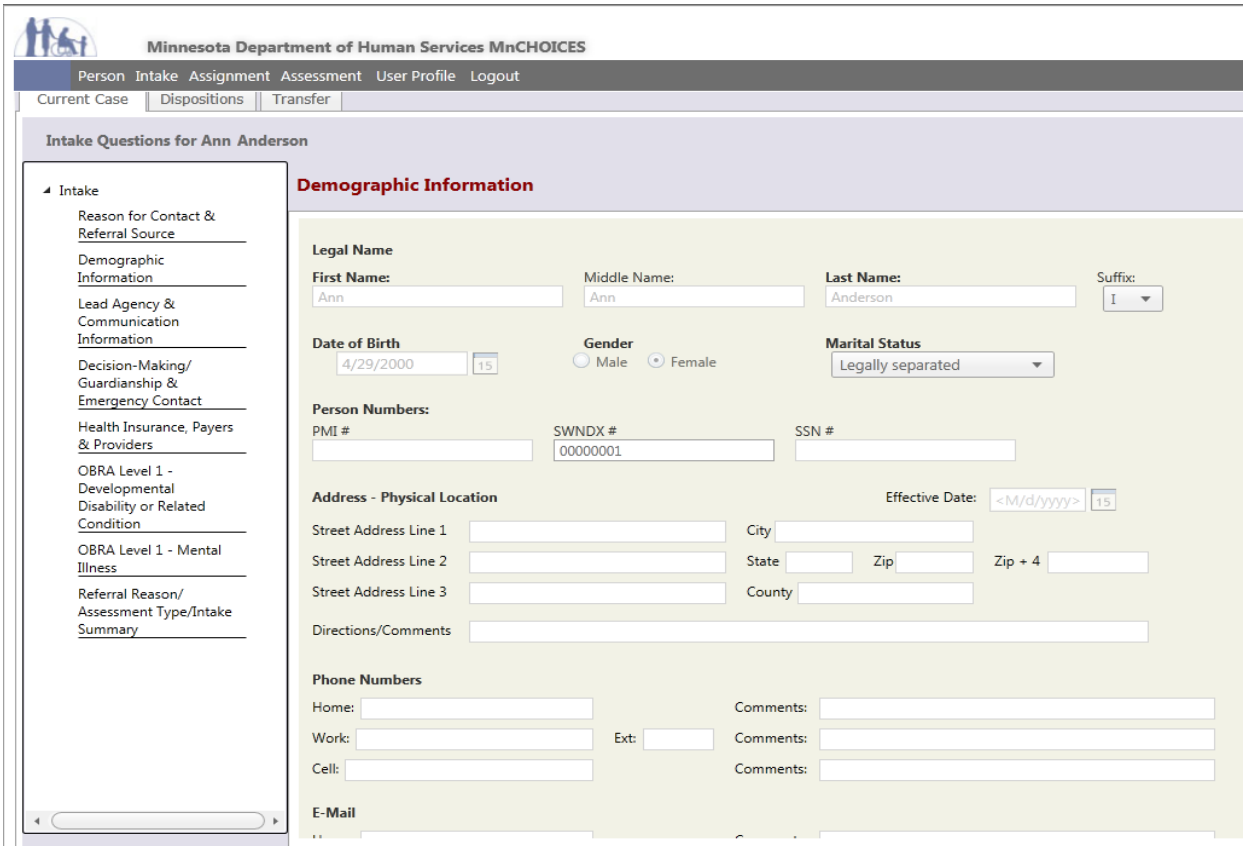
TIP: You may tab to each field. Tabbing order is left to right and top to bottom.

2. Select the Go To Demographic Information button or alternatively select Demographic Information from the left navigation panel


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Current Case
Dispositions
Transfer
Intake Questions for Ann Anderson
Intake
Reason for Contact & Referral Source
Demographic Information
Lead Agency & Communication Information
Decision-Making/ Guardianship & Emergency Contact
Health Insurance, Payers & Providers
OBRA Level 1 - Developmental Disability or Related Condition
OBRA Level 1 - Mental Illness
Referral Reason/ Assessment Type/Intake Summary
Reason for Contact & Referral Source
What is the reason for your call today?
Referral Date:
4/29/2013
15
Method:
Face to Face
Are you calling about yourself or someone else?
Myself
Someone else
** Redirecting you to Demographic Information
>> Go To Demographic Information

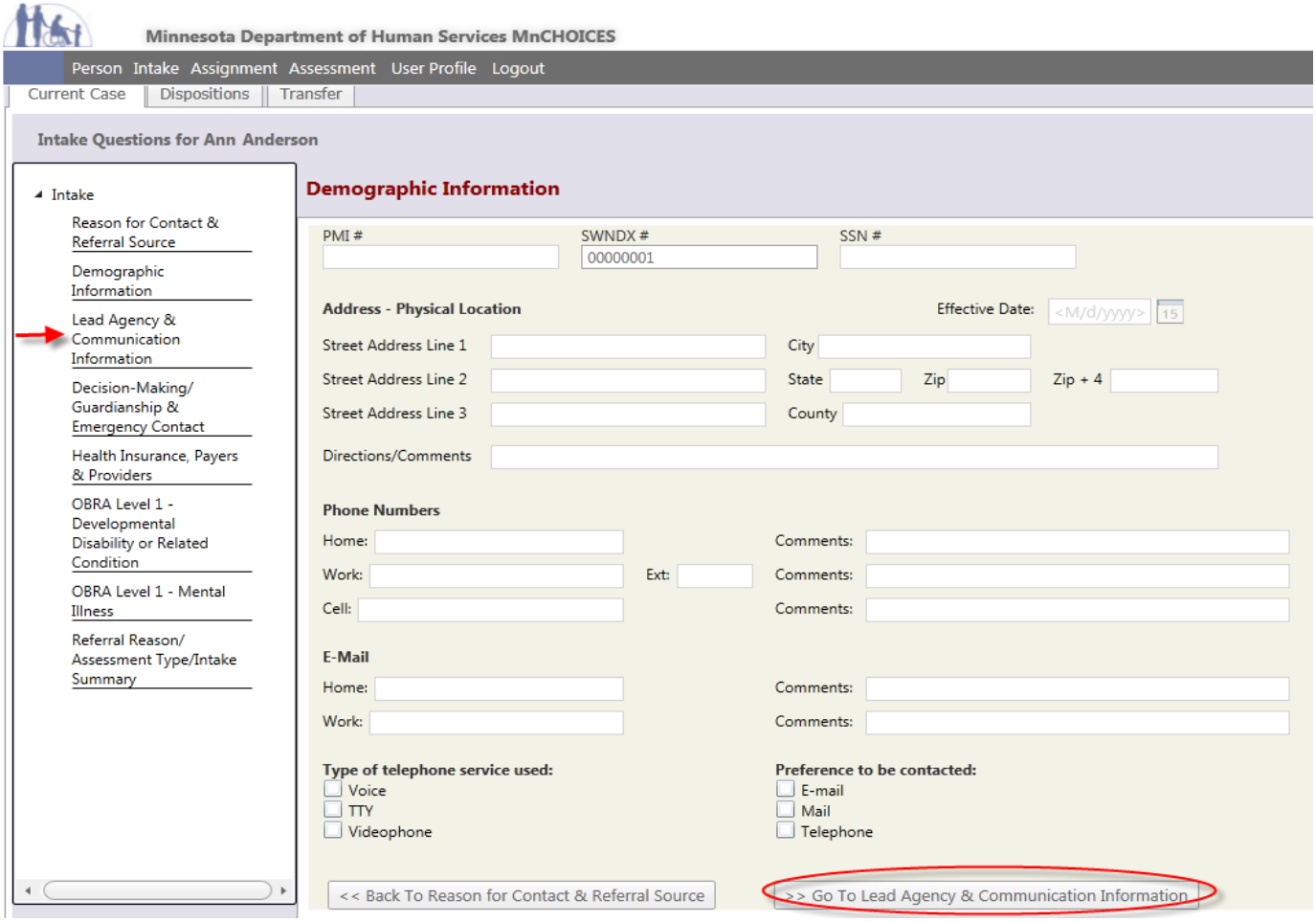
3. Complete all applicable Demographic Information

TIP: You may need to scroll to the bottom of the screen or use the arrow keys to view **ALL** of the questions.



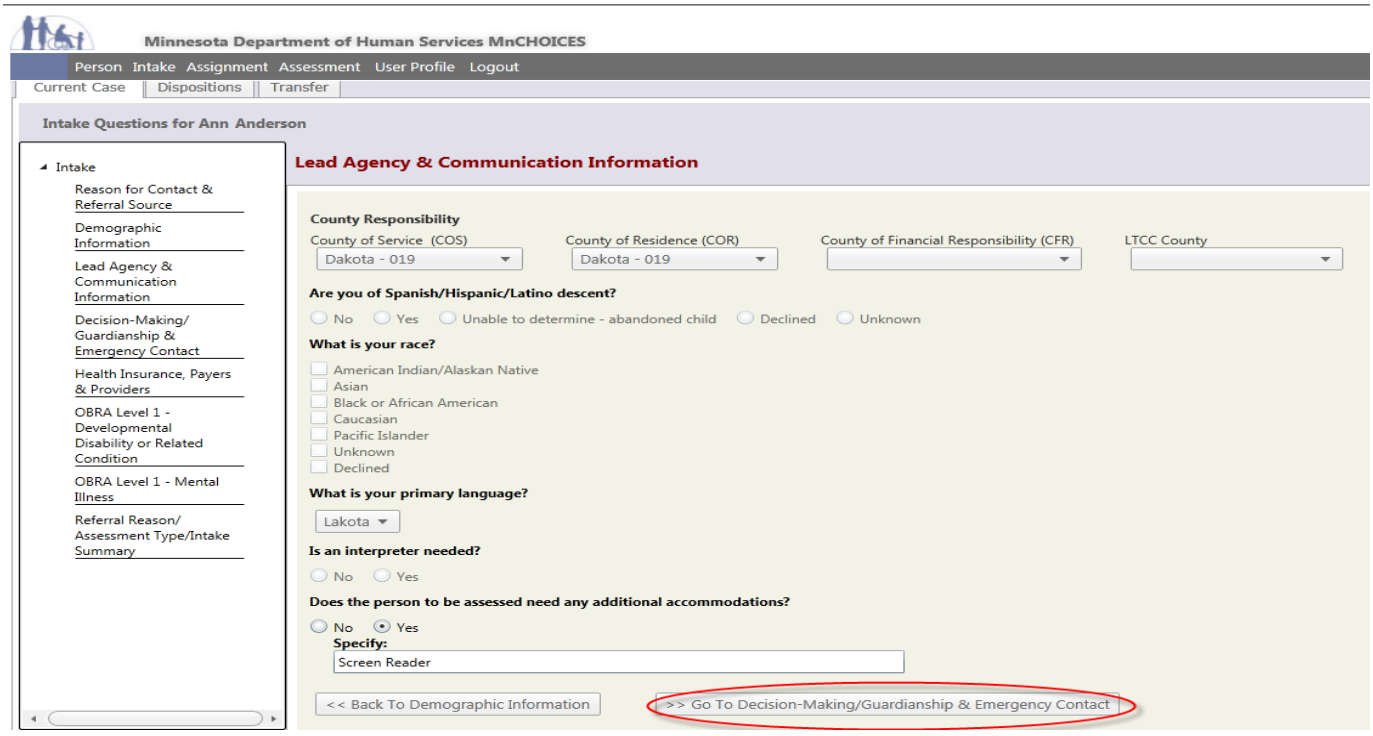
4. Select the Go To Lead Agency & Communication Information button

TIP: To return to a previous group, use either the buttons at the bottom of each screen or alternatively select from the left navigation panel.



5. Complete all appropriate Lead Agency & Communication Information

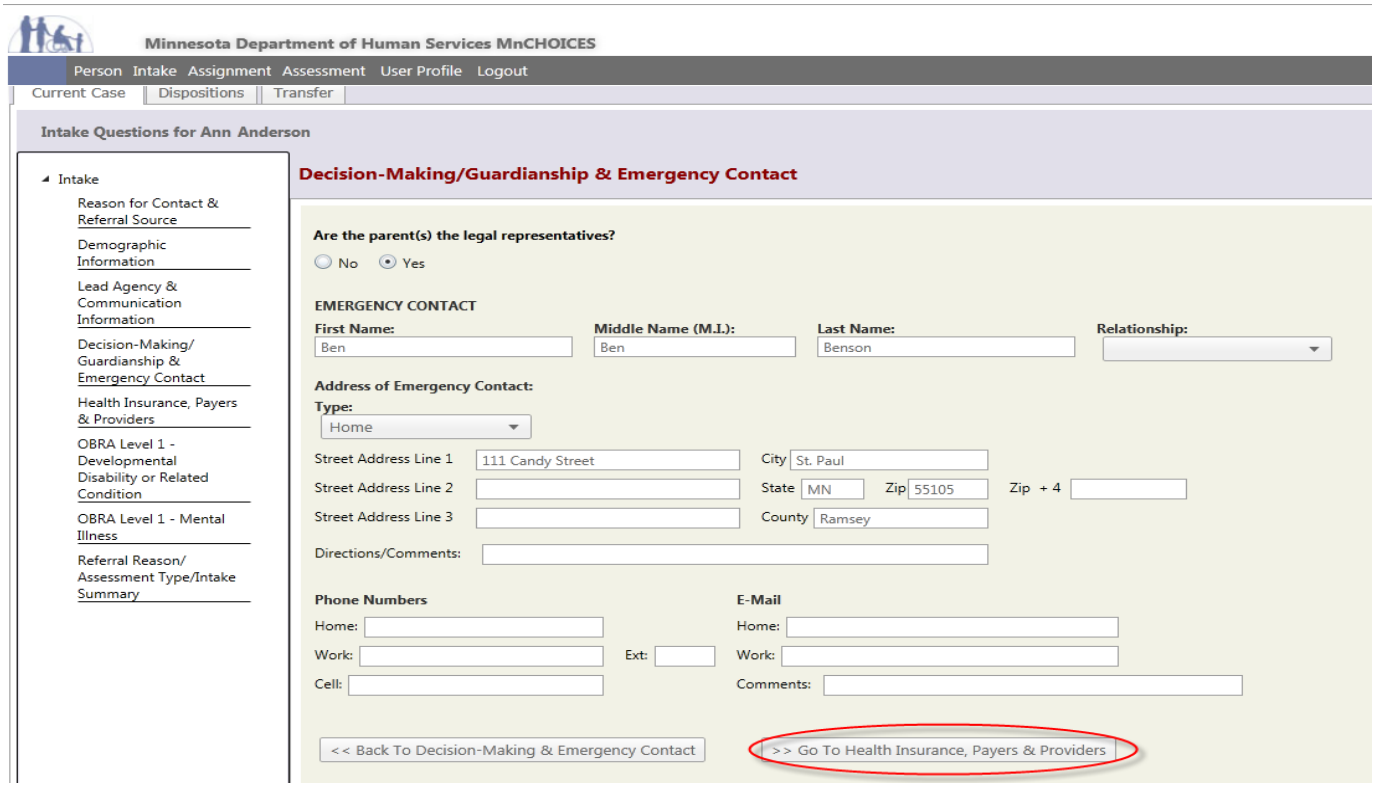
6. Select the Go To Decision-Making/Guardianship & Emergency Contact button


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Current Case Dispositions Transfer
Intake Questions for Ann Anderson
Intake
Reason for Contact & Referral Source
Demographic Information
Lead Agency & Communication Information
Decision-Making/ Guardianship & Emergency Contact
Health Insurance, Payers & Providers
OBRA Level 1 - Developmental Disability or Related Condition
OBRA Level 1 - Mental Illness
Referral Reason/ Assessment Type/Intake Summary
Lead Agency & Communication Information
County Responsibility
County of Service (COS)
Dakota - 019
County of Residence (COR)
Dakota - 019
County of Financial Responsibility (CFR)
LTCC County
Are you of Spanish/Hispanic/Latino descent?
No Yes Unable to determine - abandoned child Declined Unknown
What is your race?
American Indian/Alaskan Native
Asian
Black or African American
Caucasian
Pacific Islander
Unknown
Declined
What is your primary language?
Lakota
Is an interpreter needed?
No Yes
Does the person to be assessed need any additional accommodations?
No Yes
Specify:
Screen Reader
<< Back To Demographic Information
>> Go To Decision-Making/Guardianship & Emergency Contact

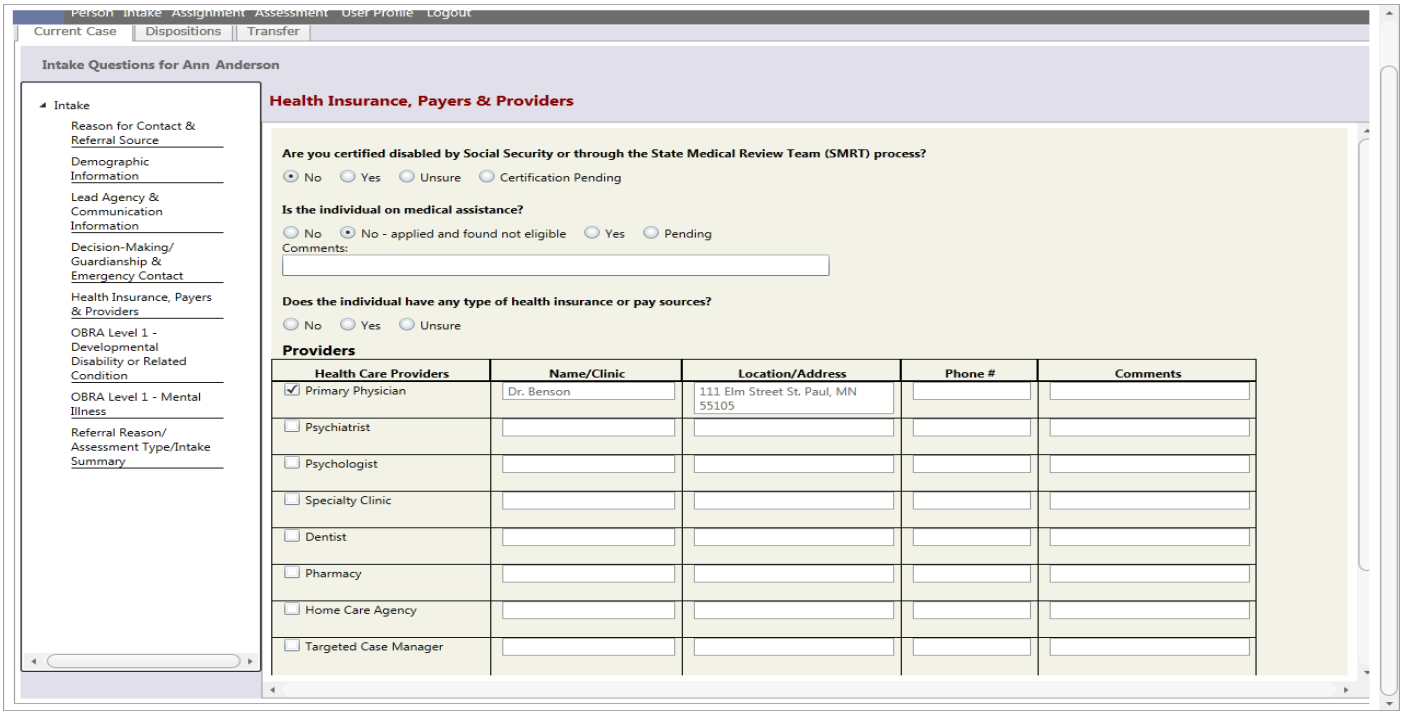
7. Complete all appropriate Decision-Making/Guardianship & Emergency Contact information

   Navigation and questions are age appropriate. For example, if the person is over 18 years of age, the button and left navigation is labeled: Decision-Making/Emergency Contact instead of Decision-Making/**Guardianship** & Emergency Contact.

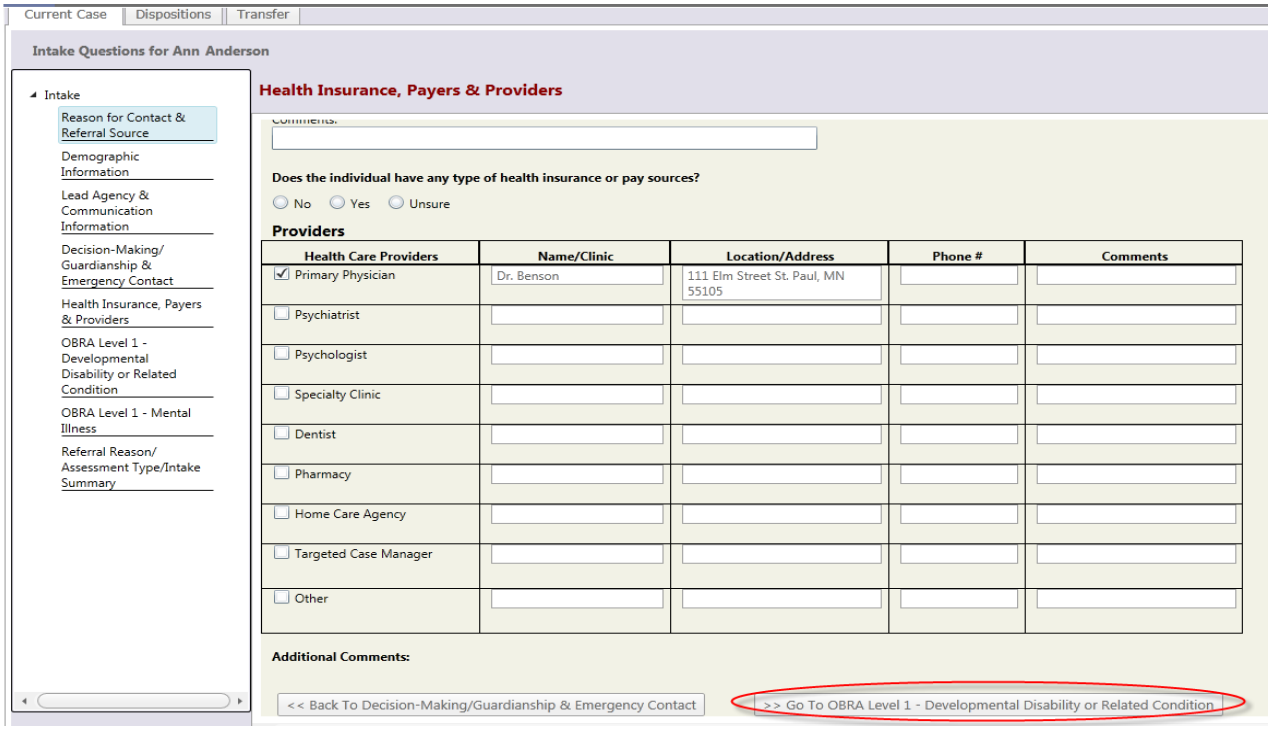
8. Select the Go To Health Insurance, Payers & Providers button



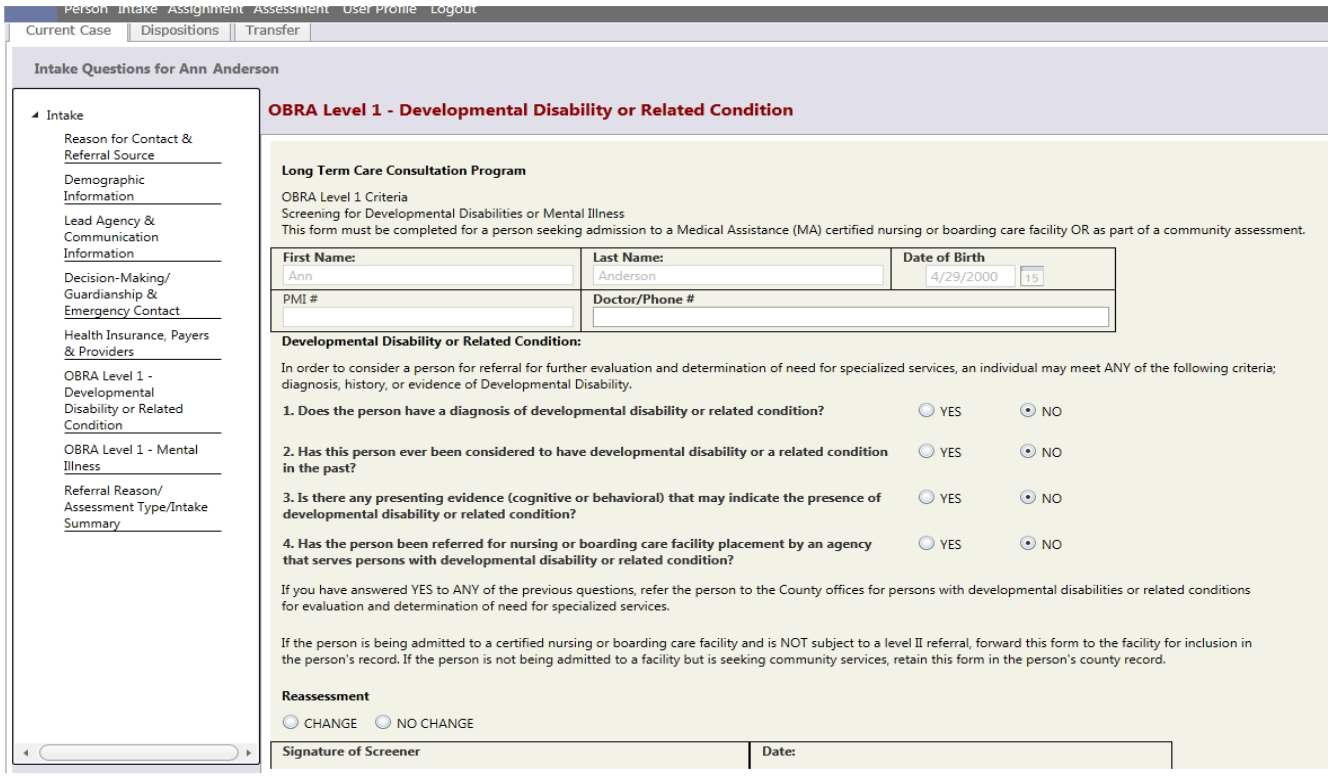
9. Complete all appropriate Health Insurance, Payers & Providers information



10. Select the Go To OBRA Level 1 – Developmental Disability or Related Condition button

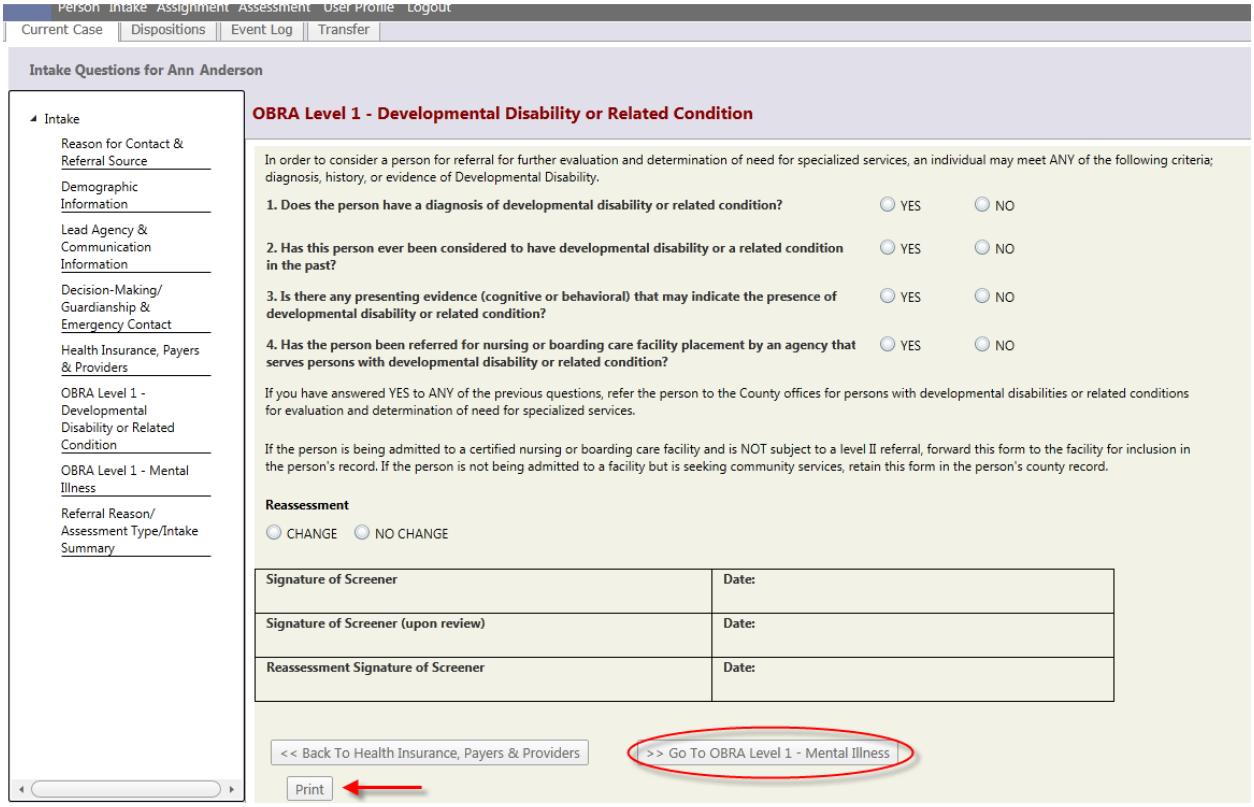


11. Complete all appropriate OBRA Level 1 – Developmental Disability or Related Condition information

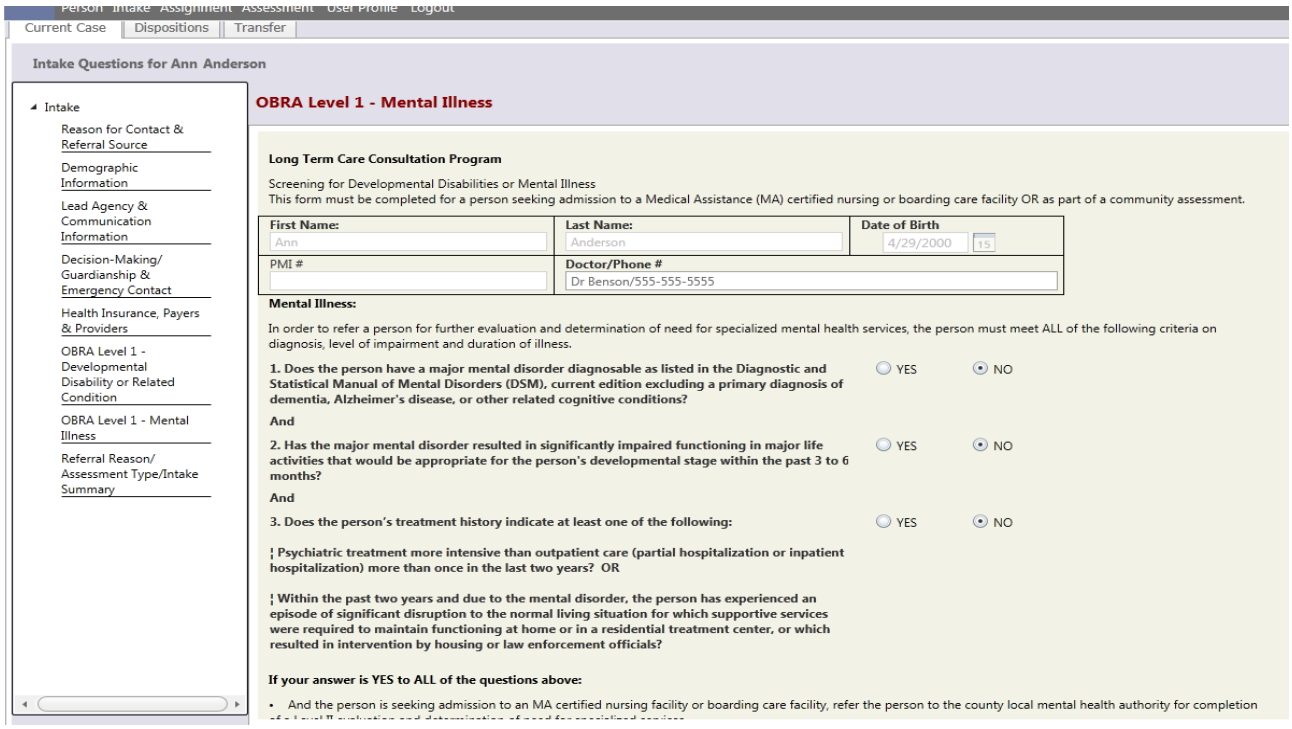

Person Intake Assignment Assessment User Profile Logout
Current Case
Dispositions
Transfer
Intake Questions for Ann Anderson
Intake
Reason for Contact & Referral Source
Demographic Information
Lead Agency & Communication Information
Decision-Making/ Guardianship & Emergency Contact
Health Insurance, Payers & Providers
OBRA Level 1 - Developmental Disability or Related Condition
OBRA Level 1 - Mental Illness
Referral Reason/ Assessment Type/Intake Summary
OBRA Level 1 - Developmental Disability or Related Condition
Long Term Care Consultation Program
OBRA Level 1 Criteria
Screening for Developmental Disabilities or Mental Illness
This form must be completed for a person seeking admission to a Medical Assistance (MA) certified nursing or boarding care facility OR as part of a community assessment.
First Name:
Ann
Last Name:
Anderson
Date of Birth
4/29/2000
PMI #
Doctor/Phone #
Developmental Disability or Related Condition:
In order to consider a person for referral for further evaluation and determination of need for specialized services, an individual may meet ANY of the following criteria; diagnosis, history, or evidence of Developmental Disability.
1. Does the person have a diagnosis of developmental disability or related condition? YES NO
2. Has this person ever been considered to have developmental disability or a related condition in the past? YES NO
3. Is there any presenting evidence (cognitive or behavioral) that may indicate the presence of developmental disability or related condition? YES NO
4. Has the person been referred for nursing or boarding care facility placement by an agency that serves persons with developmental disability or related condition? YES NO
If you have answered YES to ANY of the previous questions, refer the person to the County offices for persons with developmental disabilities or related conditions for evaluation and determination of need for specialized services.
If the person is being admitted to a certified nursing or boarding care facility and is NOT subject to a level II referral, forward this form to the facility for inclusion in the person's record. If the person is not being admitted to a facility but is seeking community services, retain this form in the person's county record.
Reassessment
CHANGE NO CHANGE
Signature of Screener
Date:

12. Select the Go To OBRA Level 1 – Mental Illness button

TIP: Print the OBRA Level 1 DD screen.

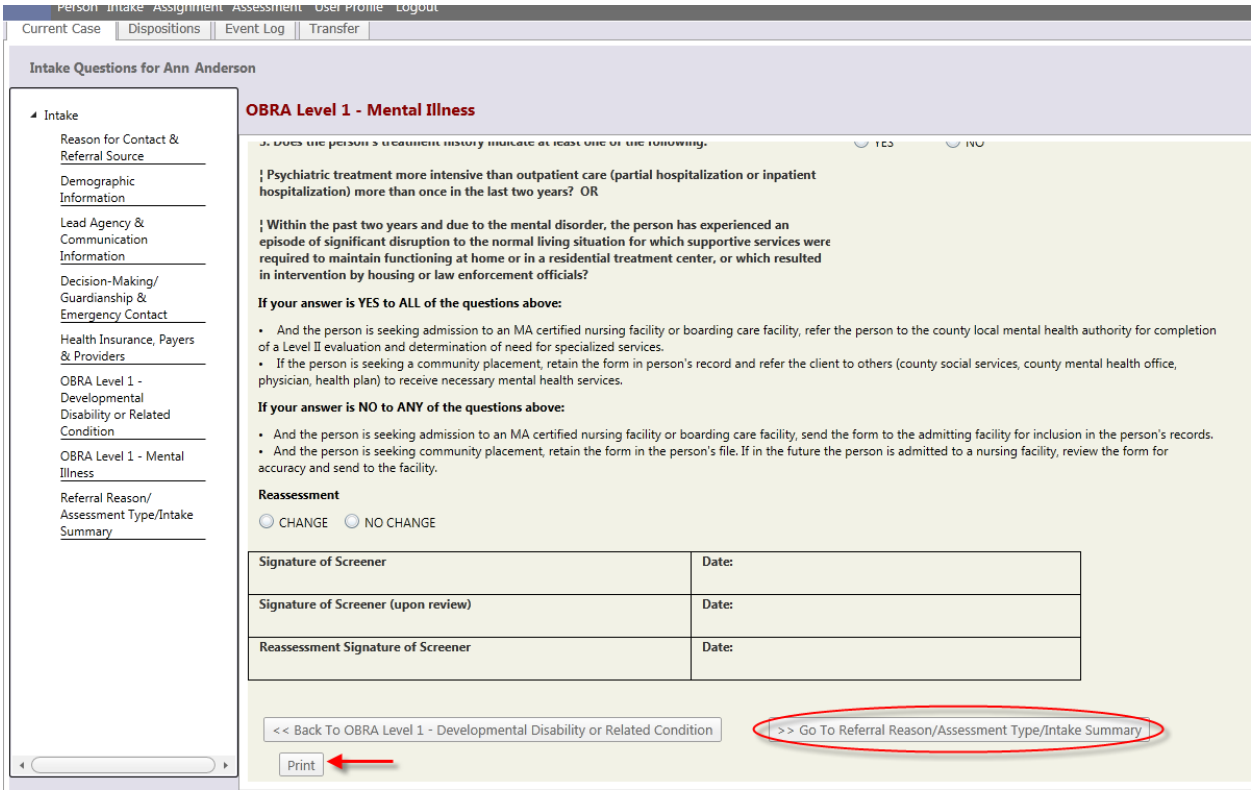

Person Intake Assignment Assessment User Profile Logout
Current Case
Dispositions
Event Log
Transfer
Intake Questions for Ann Anderson
Intake
Reason for Contact & Referral Source
Demographic Information
Lead Agency & Communication Information
Decision-Making/ Guardianship & Emergency Contact
Health Insurance, Payers & Providers
OBRA Level 1 - Developmental Disability or Related Condition
OBRA Level 1 - Mental Illness
Referral Reason/ Assessment Type/Intake Summary
OBRA Level 1 - Developmental Disability or Related Condition
In order to consider a person for referral for further evaluation and determination of need for specialized services, an individual may meet ANY of the following criteria; diagnosis, history, or evidence of Developmental Disability.
1. Does the person have a diagnosis of developmental disability or related condition? YES NO
2. Has this person ever been considered to have developmental disability or a related condition in the past? YES NO
3. Is there any presenting evidence (cognitive or behavioral) that may indicate the presence of developmental disability or related condition? YES NO
4. Has the person been referred for nursing or boarding care facility placement by an agency that serves persons with developmental disability or related condition? YES NO
If you have answered YES to ANY of the previous questions, refer the person to the County offices for persons with developmental disabilities or related conditions for evaluation and determination of need for specialized services.
If the person is being admitted to a certified nursing or boarding care facility and is NOT subject to a level II referral, forward this form to the facility for inclusion in the person's record. If the person is not being admitted to a facility but is seeking community services, retain this form in the person's county record.
Reassessment
CHANGE NO CHANGE
Signature of Screener
Date:
Signature of Screener (upon review)
Date:
Reassessment Signature of Screener
Date:
<< Back To Health Insurance, Payers & Providers
>> Go To OBRA Level 1 - Mental Illness
Print

13. Complete all appropriate OBRA Level 1 – Mental Illness information


Person Intake Assignment Assessment User Profile Logout
Current Case
Dispositions
Transfer
Intake Questions for Ann Anderson
Intake
Reason for Contact & Referral Source
Demographic Information
Lead Agency & Communication Information
Decision-Making/ Guardianship & Emergency Contact
Health Insurance, Payers & Providers
OBRA Level 1 - Developmental Disability or Related Condition
OBRA Level 1 - Mental Illness
Referral Reason/ Assessment Type/Intake Summary
OBRA Level 1 - Mental Illness
Long Term Care Consultation Program
Screening for Developmental Disabilities or Mental Illness
This form must be completed for a person seeking admission to a Medical Assistance (MA) certified nursing or boarding care facility OR as part of a community assessment.
First Name:
Ann
Last Name:
Anderson
Date of Birth
4/29/2000
PMI #
Doctor/Phone #
Dr Benson/555-555-5555
Mental Illness:
In order to refer a person for further evaluation and determination of need for specialized mental health services, the person must meet ALL of the following criteria on diagnosis, level of impairment and duration of illness.
1. Does the person have a major mental disorder diagnosable as listed in the Diagnostic and Statistical Manual of Mental Disorders (DSM), current edition excluding a primary diagnosis of dementia, Alzheimer's disease, or other related cognitive conditions?
YES
NO
And
2. Has the major mental disorder resulted in significantly impaired functioning in major life activities that would be appropriate for the person's developmental stage within the past 3 to 6 months?
YES
NO
And
3. Does the person's treatment history indicate at least one of the following:
YES
NO
¦ Psychiatric treatment more intensive than outpatient care (partial hospitalization or inpatient hospitalization) more than once in the last two years? OR
¦ Within the past two years and due to the mental disorder, the person has experienced an episode of significant disruption to the normal living situation for which supportive services were required to maintain functioning at home or in a residential treatment center, or which resulted in intervention by housing or law enforcement officials?
If your answer is YES to ALL of the questions above:
• And the person is seeking admission to an MA certified nursing facility or boarding care facility, refer the person to the county local mental health authority for completion

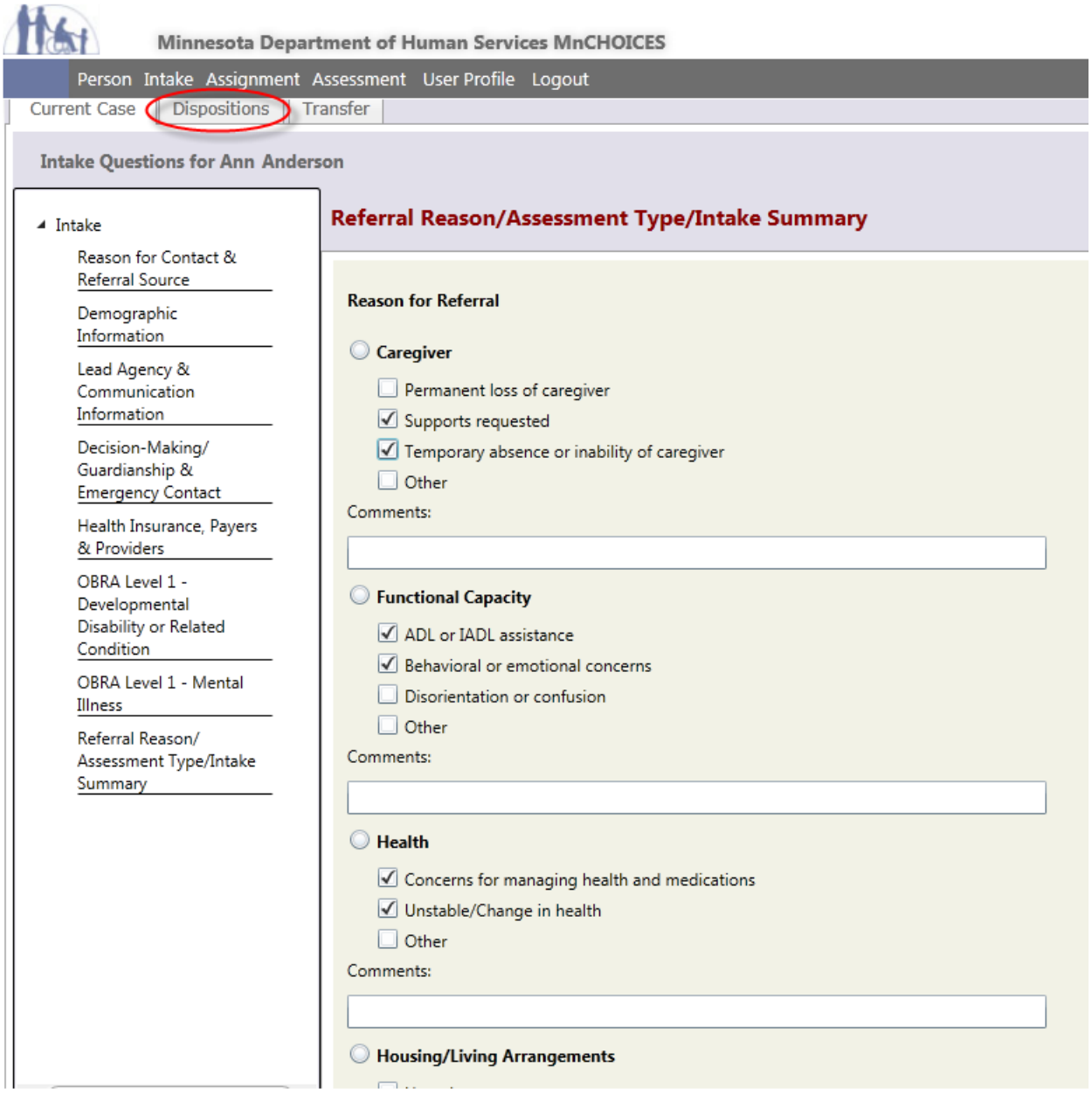
14. Select the Go To Referral Reason/Assessment Type/Intake Summary button

TIP: Print the OBRA Level 1 – MI screen.

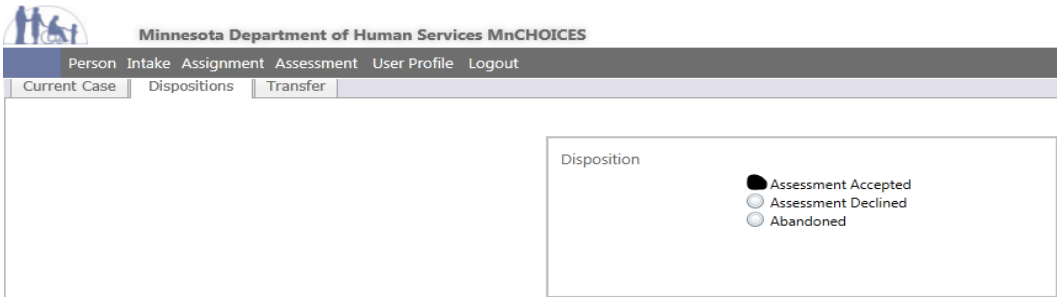

Current Case
Dispositions
Event Log
Transfer
Intake Questions for Ann Anderson
Intake
Reason for Contact & Referral Source
Demographic Information
Lead Agency & Communication Information
Decision-Making/ Guardianship & Emergency Contact
Health Insurance, Payers & Providers
OBRA Level 1 - Developmental Disability or Related Condition
OBRA Level 1 - Mental Illness
Referral Reason/ Assessment Type/Intake Summary
OBRA Level 1 - Mental Illness
¦ Psychiatric treatment more intensive than outpatient care (partial hospitalization or inpatient hospitalization) more than once in the last two years? OR
¦ Within the past two years and due to the mental disorder, the person has experienced an episode of significant disruption to the normal living situation for which supportive services were required to maintain functioning at home or in a residential treatment center, or which resulted in intervention by housing or law enforcement officials?
If your answer is YES to ALL of the questions above:
• And the person is seeking admission to an MA certified nursing facility or boarding care facility, refer the person to the county local mental health authority for completion of a Level II evaluation and determination of need for specialized services.
• If the person is seeking a community placement, retain the form in person's record and refer the client to others (county social services, county mental health office, physician, health plan) to receive necessary mental health services.
If your answer is NO to ANY of the questions above:
• And the person is seeking admission to an MA certified nursing facility or boarding care facility, send the form to the admitting facility for inclusion in the person's records.
• And the person is seeking community placement, retain the form in the person's file. If in the future the person is admitted to a nursing facility, review the form for accuracy and send to the facility.
Reassessment
CHANGE
NO CHANGE
Signature of Screener
Date:
Signature of Screener (upon review)
Date:
Reassessment Signature of Screener
Date:
<< Back To OBRA Level 1 - Developmental Disability or Related Condition
>> Go To Referral Reason/Assessment Type/Intake Summary
Print

15. Complete all appropriate Referral Reason/Assessment Type/Intake Summary information

16. Select the Dispositions tab

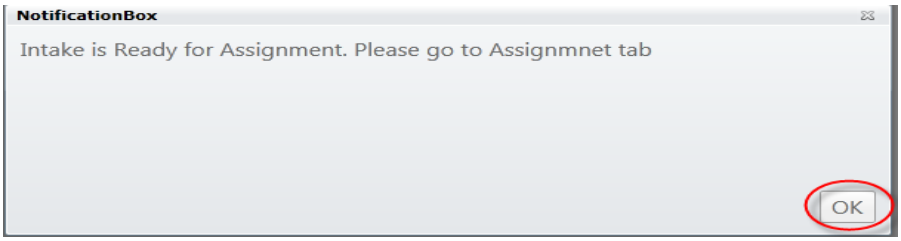


17. Select Assessment Accepted



A dialog box displays

18. Select the OK button



Workers with Transfer Document (used for open Intakes) security access are allowed to change the Lead Agency. If the Lead Agency is a Discontinued Organization Type, transfer functionality is **NOT** allowed and the document is set to a Closed status with a disposition of Abandoned. When an Intake is transferred, the Intake is removed from the Intake queue and the Intake then displays in the Intake queue of the newly assigned Lead Agency.

ONLY users with the Lead Agency of the document can perform a transfer. For example, a user in Lead Agency B can**NOT** transfer an open Intake from Lead Agency A.

Upon completion of a transfer, the system closes the document and places the user at their landing page.

DOCUMENT TYPES

Valid Document Types are the following:

- MnCHOICES Assessment – an electronic questionnaire that combines 3 assessments (Long Term Care Consultation, Developmental Disabilities, and Personal Care Assistant Assessments). (HRA Full or HRAF is another term for a MnCHOICES Assessment and is used when an Assessment is created from an HRA as opposed to an Assessment created from an Intake. It is explained as a sub-type below.)
- Health Risk Assessment (HRA) – a subset of questions from the MnCHOICES Assessment; it is intended for persons age 65 and older that are enrolled in Managed Care.
- Intake – a preliminary screening used to gather information about the person to determine if the person would like an Assessment.

DOCUMENT SUB-TYPES

Valid Document Sub-Types are the following:

- New Assessment – if a person is **NOT** on a program or receiving services, a new assessment is used to determine eligibility. (**NOTE:** When lead agencies launch reassessments, even though people who need reassessments are currently on a program or receiving services, their very first reassessment in MnCHOICES [when there has not been a previous New Assessment] is called a New Assessment.)
- Reassessment – if a person is currently on a program or receiving services, a reassessment is used to re-determine eligibility
- Health Risk Assessment **Full** (HRAF) – the MnCHOICES Assessment resulting from a Health Risk Assessment (HRA)

INTAKE DISPOSITIONS

Selecting a Disposition causes the system to change the intake status. When a new Intake is created, the disposition is set to blank. The Intake Dispositions are:

- Closed Assessment Accepted: occurs when a person agrees to schedule an assessment
- Closed Assessment Declined: occurs when a person does **NOT** choose to schedule an assessment
- Closed Assessment Abandoned: occurs when an Intake which is started but **NOT** sufficiently completed to result in an assessment
- Open: occurs when the Assessment is assigned and **NOT** being worked on
- Pending: occurs when an Assessor has worked on the Assessment but is waiting on another piece of information

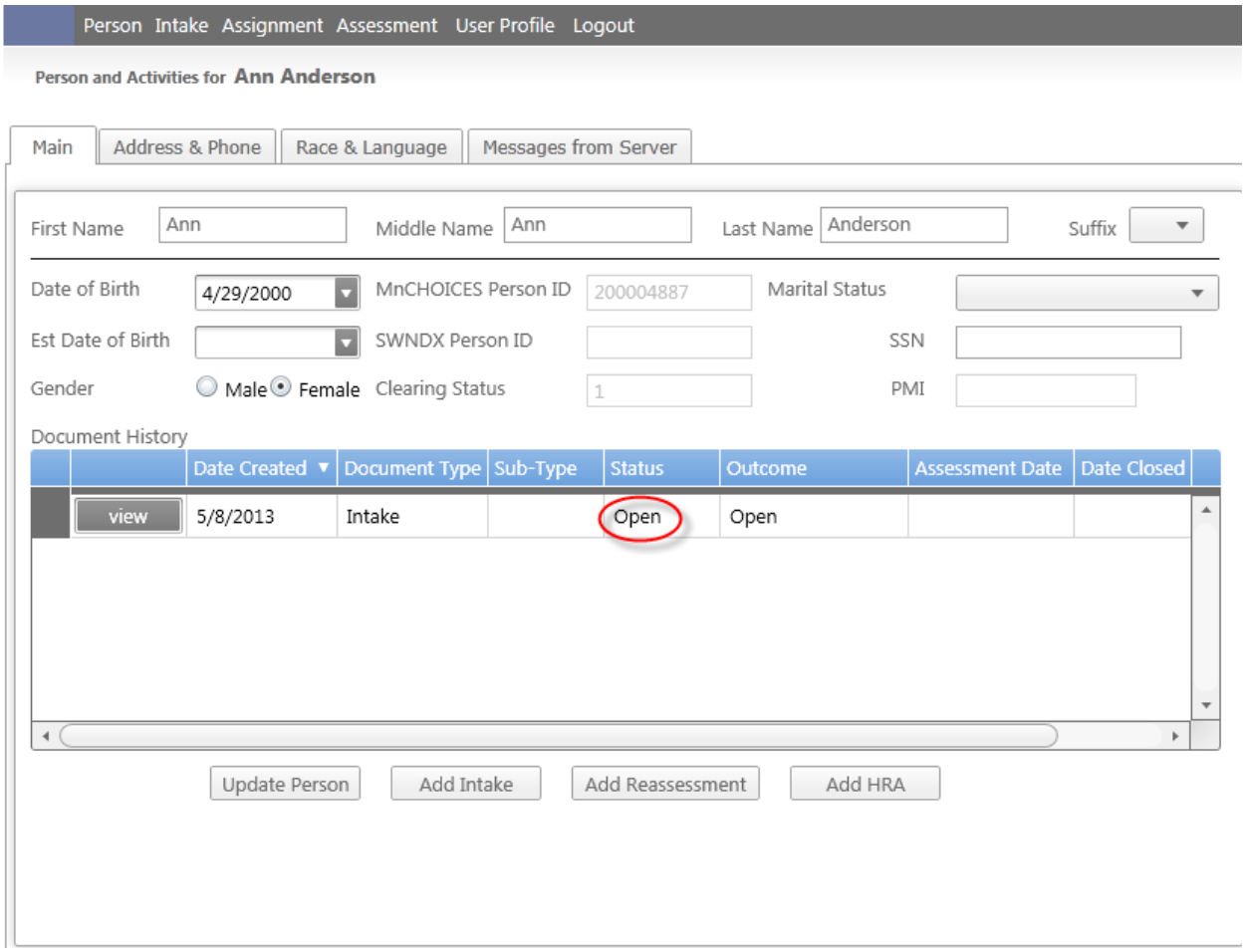
INTAKE STATUSES

There are four Intake Statuses that appear in the Document History table on the Main tab of the Person and Activities for panel:

Open: occurs after an assessment has been created and assigned

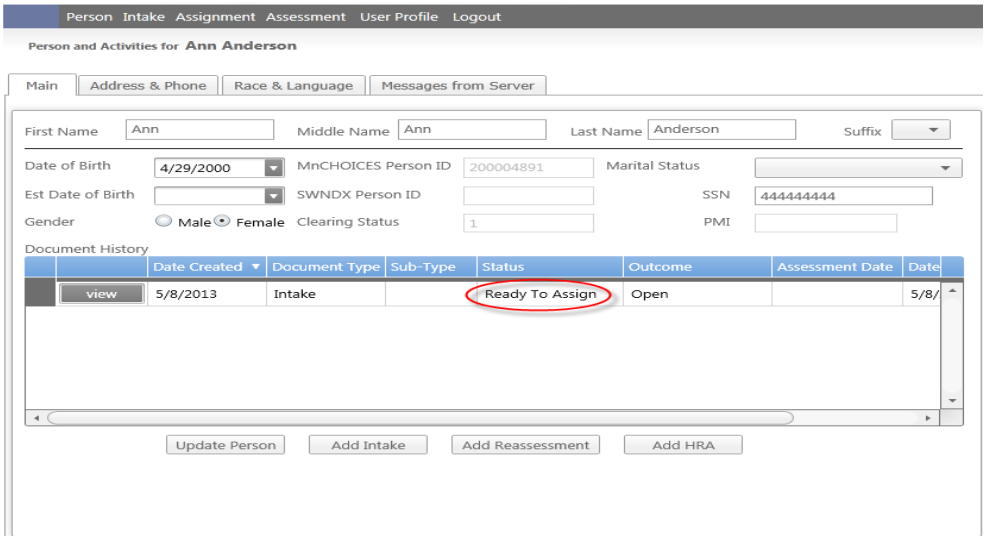
An Intake is editable when the status is Open or Ready for Assignment.

If a person has an existing Intake, HRA, or MnCHOICES Assessment with a status of **NOT** Closed, a MnCHOICES Assessment can**NOT** be created.



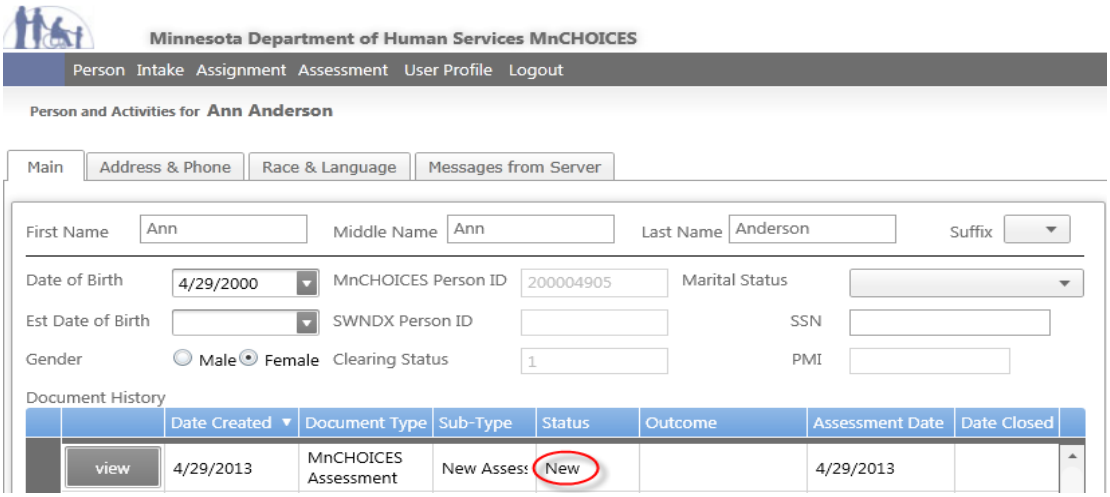
Ready To Assign: occurs once the disposition is Assignment Accepted, and the case is ready to be assigned to a certified Assessor

An Intake is editable when the status is Open or Ready for Assignment.



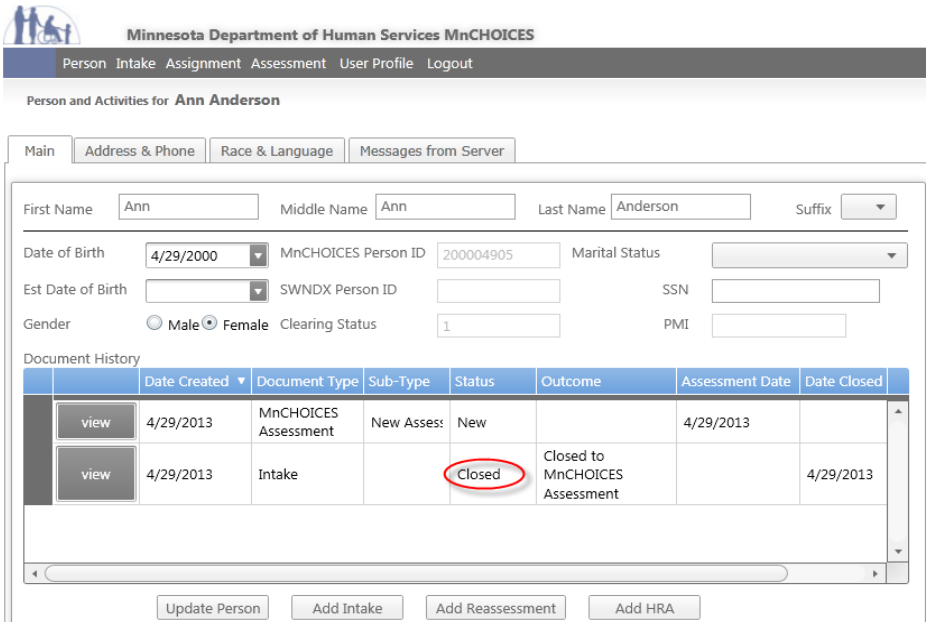
New: occurs when a client has never had a MnCHOICES assessment

A MnCHOICES Assessment of type New Assessment is created when an Intake is Closed with a disposition of Assessment Accepted and the certified Assessor is assigned.



Closed: occurs if the Disposition is Assessment Accepted and a certified Assessor is selected or the Disposition is Abandoned or Assessment Declined

If the Intake is in a Closed Status, it may be viewed but **NOT** be edited.



DOCUMENT OUTCOME

The Outcome indicates, at a high level, the result of the assessment.

The valid outcomes for an Intake are:

- Assessment Accepted: a disposition that creates a MnCHOICES Assessment
- Assessment Declined: a disposition signifying that Intake was closed and the person decided to **NOT** have a MnCHOICES Assessment created

The valid outcomes for a MnCHOICES Intake, Assessment or HRA Document are as follows:

- Closed Complete: a disposition of a document type of status of closed; a successfully finished Intake, MnCHOICES Assessment, or Health Risk Assessment
- Closed Abandoned: a disposition of a document type with a status of closed; an unfinished Intake, MnCHOICES Assessment, or Health Risk Assessment

MnCHOICES Assessments do **NOT** have a disposition until the status is Closed.

- Complete: assessments where **ALL** required questions have been answered and eligibility rules are current
- Abandoned: a disposition of a document type with a status of closed; an unfinished Intake, MnCHOICES Assessment, or Health Risk Assessment

The valid outcomes for a Health Risk Assessment (HRA) are:

- Complete: occurs when the client refused an HRA
- Complete via Phone: a document type status that indicates that the document was finished successfully through a telephone conversation
- Complete via Mail: a document type status that indicates that the document has finished successfully through mail
- Complete via Face to Face: a document type status that indicates that the document has finished successfully through an in-person interview
- Complete Assessment Required: the system creates a Health Risk Assessment Full

ASSESSMENT DATE

ONLY MnCHOICES Assessments and Health Risk Assessments have an Assessment Date. Intakes do **NOT** have an Assessment Date. Assessment Date may be edited in the Assessment Queue. Users may **NOT** view or edit a MnCHOICES Assessment or Health Risk Assessment without an Assessment Date.

INTAKE QUEUE

- Last Updated By: the name of the user that last updated the Intake. Updating answers on the Intake or Person Demographics that flow to the Intake cause the Last Updated By to change.
- Last Updated Date: the date a question was last entered on the Intake. Updating answers on the Intake or Person Demographics that flow to the Intake cause the Last Updated Date to change.

The default sort order for the Intake Queue is by Last Name. The sort order may be changed by simply selecting a column header.

SAVING INTAKE DATA ENTERED

Whenever you enter or update information in the Intake document, you want to be sure that it is saved.

Do:

- Click on a different question group before closing; or
- Click on another tab on your dashboard such as Logout

Don't just:

- Click on the "X" in the upper right hand corner of the screen
- Close the browser

ASSIGNMENT

ASSIGNMENT OBJECTIVE

The objective of Assignment is associating Assessors with their responsibilities to conduct a MnCHOICES Assessment.

ONLY the assigned, certified Assessor may edit their assigned MnCHOICES Assessment(s).

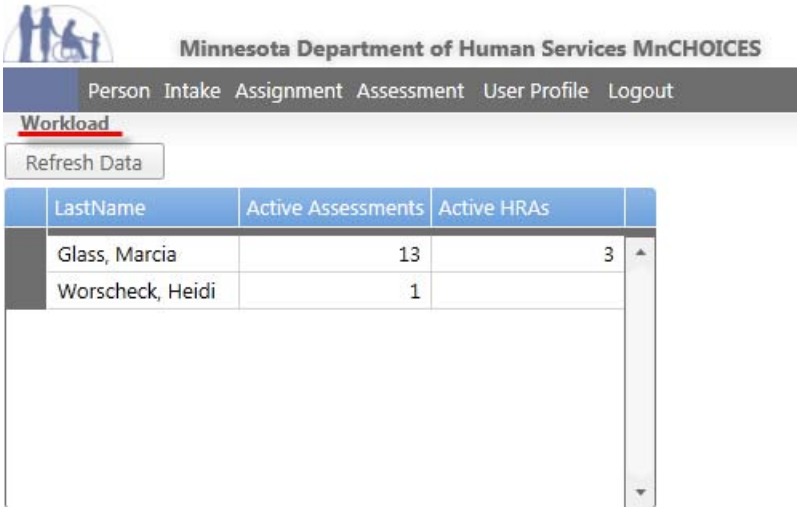
The assessment displays for a certified Assessor. The assigned Assessor for the assessment can be changed.

TIP: Information from coverage calls are emailed to the assigned, certified Assessor who updates the assessment as appropriate.

ASSIGNMENT QUEUE

The Assignment Queue consists of two tables:

- The Workload Grid: displays counts of the Assessor's active (**NOT** Closed) assessments and Health Risk Assessments (HRA's). The Workload Grid lists **ALL** the Assessors that are assigned to the same Lead Agency as the current user and are assigned the Edit Assessments/HRA's security access. It does **NOT** include users who **ONLY** have Create Assessment/HRA's security access because they can**NOT** complete an assessment or HRA. The Workload Grid is sorted by default according to Last Name. The sort order may be changed by simply selecting another column header.
- The Workload Grid: only displays the names of Assessors who have assessments and/or HRAs assigned to them and in an open or pending status. If an Assessor does not have any assigned open/pending assessments or HRAs, they will **NOT** appear on the Workload Grid. Their name **WILL** appear on the Assign To list.



- The Assignment Grid: displays a list of **ALL** Health Risk Assessments (HRA's), MnCHOICES Assessments, and Intakes, within the current user's Lead Agency. For Intakes it displays those that are Ready for Assignment and **NOT** Closed. When the Intake is Ready for Assignment, the Intake still appears on the Intake Queue and can be edited. The Intake is **NOT** Closed until it is assigned so users can update Intakes prior to assignment.

The assignment of an Intake both creates a MnCHOICES Assessment of type New Assessment that is assigned to the selected Assessor and sets the Intake Status to Closed.

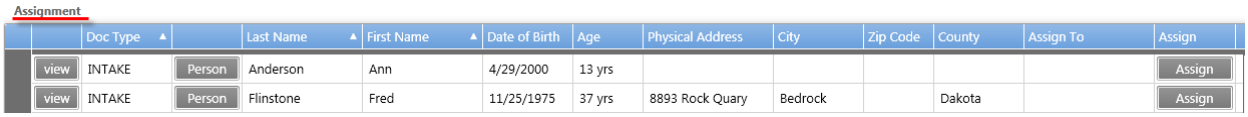
For Health Risk Assessments (HRA's) and MnCHOICES Assessments, if **NO** Assessor is assigned, the Assignment Queue displays them.

The default sort order of the Assignment Grid is by Document Type. The sort order may be changed by simply selecting another column header.

Users with Assignment security access may set or reassign an assignment.

Assignment may be done on the Assignment Queue or the Assessment Queue.

MnCHOICES Assessments and Health Risk Assessments **MUST** have an Assessor assigned; however, Intakes do **NOT** have assigned Assessors or Intake workers. Intakes are **NOT** assigned, it is the Assessment created from the Intake that is assigned.

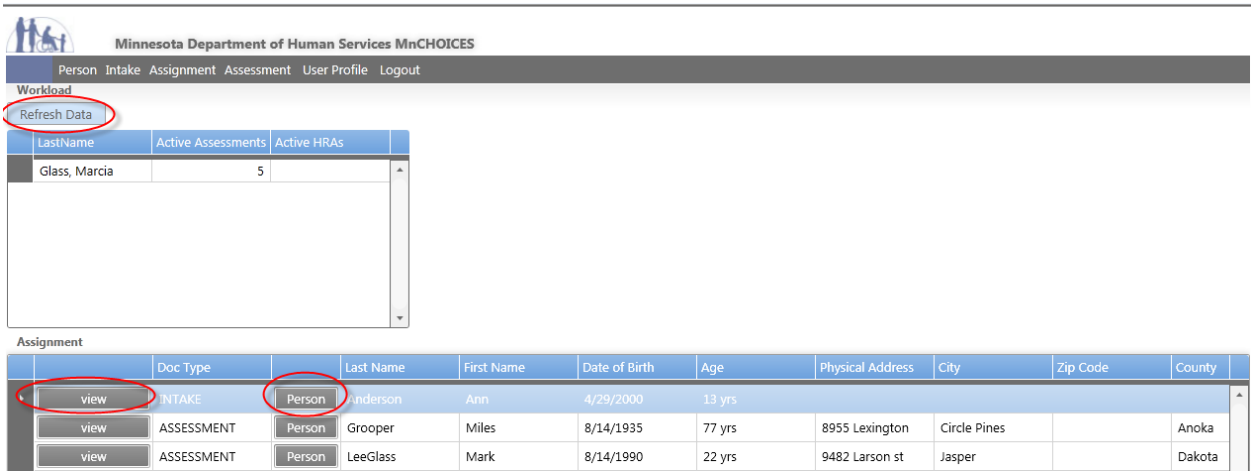


ASSIGNMENT NAVIGATION

The Refresh Data button updates the information in the Assignment table.

The View button directs you to the listed document type (Intake, MnCHOICES Assessment, and Health Risk Assessment). Users **MUST** have appropriate security to access the various document types.

The Person button directs you to the Person Maintenance function.

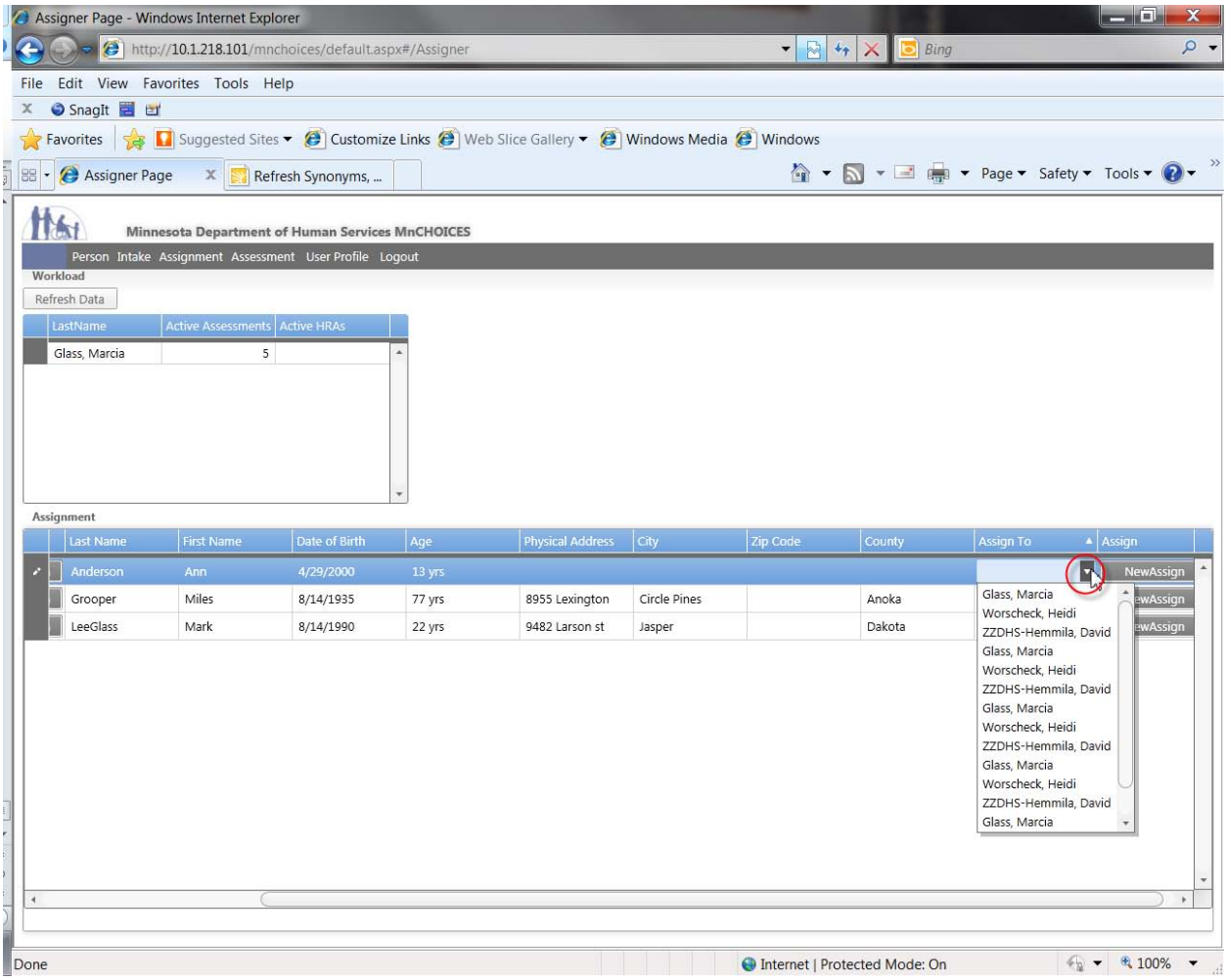


1. Select an assignee from the Assign To drop down menu

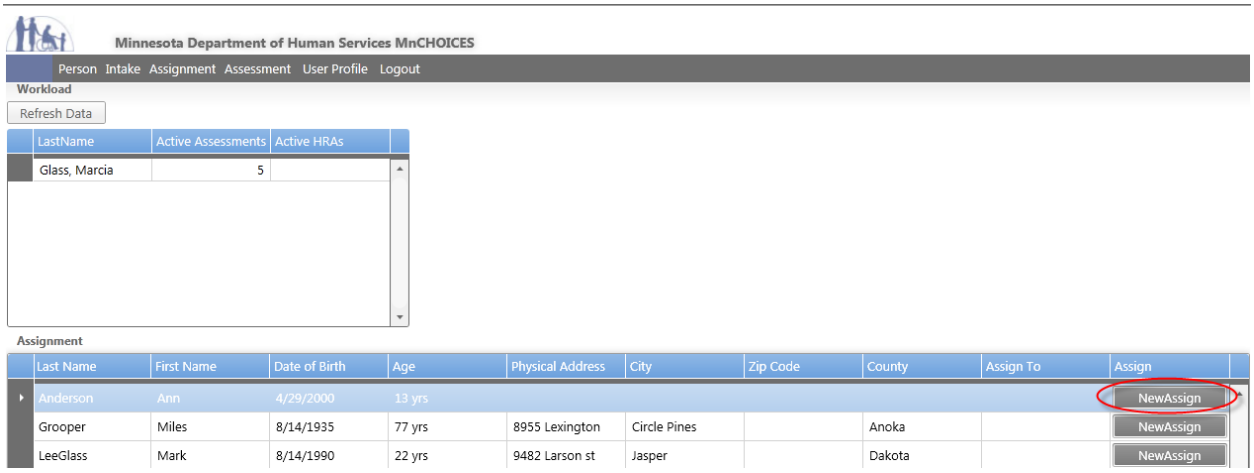
TIP: Clicking on Assign To box makes the drop down menu appear.

The Assign To drop down menu is a listing of **ALL** users in the current user's Lead Agency with the security functionality of Edit Assessment/Health Risk Assessment.

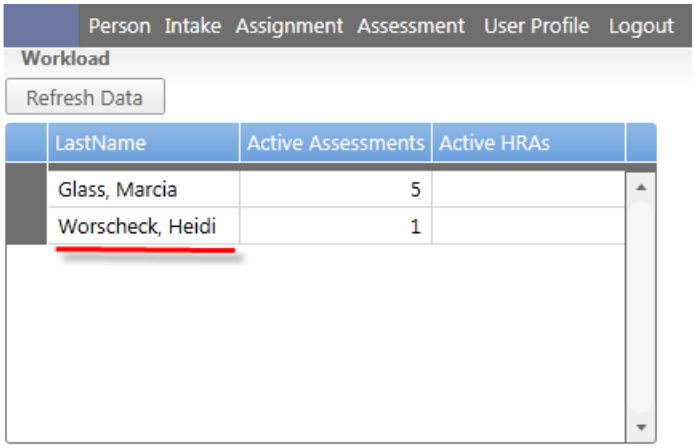
The Assign To drop down menu us the functionality to use to reassign a case, as well.



2. Select the New Assign button for the desired assignment



3. The Assignee's name and active assessments/HRA's displays in the Workload table



ASSESSMENT

MnCHOICES ASSESSMENT OBJECTIVE

The objective of the MnCHOICES Assessment is to determine what supports will help the person to live their life and then toghether with the person develop a safe an appropriate plan based on what is important to and for the person. It is an electronic assessment that combines Long Term Care Consultation, Developmental Disabilities Screening, and Personal Care Assistance Assessments. It is a converstation with a person to help determine eligibility for long-term service and supports. MnCHOICES include new assessments, reassessments, and Health Risk Assessment Full's. **ALL** MnCHOICES assessments have the same questions and answer options, depending on the age of the person.

PRE-POPULATION OF ASSESSMENT

Prior to a user accessing the Assessment for the first time, the system pre-populates some answers to save you considerable time.

If a person has one or more previously completed MnCHOICES Assessments, answers to **ALL** questions are pre-populated from the most recent MnCHOICES Assessment.

Answers from the current Intake pre-populate the Assessment, overwriting previously entered answers on the closed Assessment that were copied to the New Assessment. In addition, answers to the person demographics questions in the Assessment are pre-populated with the information from the Person Maintenance screen, overwriting answers copied from a closed Assessment.

If a person has an existing Intake, Health Risk Assessment, or MnCHOICES Assessment which is **NOT** Closed, a MnCHOICES Assessment may **NOT** be created.

ASSESSMENT QUEUE

The Assessment Queue displays **ALL** of the non-Closed documents assigned to the selected user.

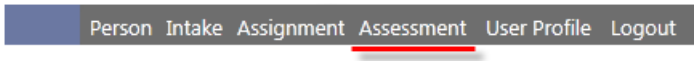
Upon opening the Assessment Queue, the current user is automatically selected from the list of users and the Assessment Grid is automatically populated with the current user's active Assessments. You may select another user's Assessment lists, as well.

The list of users is assigned to the same Lead Agency as the current user and has Edit Assessment/Health Risk Assessment/Help Desk security functionality.

Users without the security access of Edit Assessment/Health Risk Assessment/Edit Assessment Help Desk will have to select a user from the list of users.

MnCHOICES ASSESSMENT QUEUE NAVIGATION

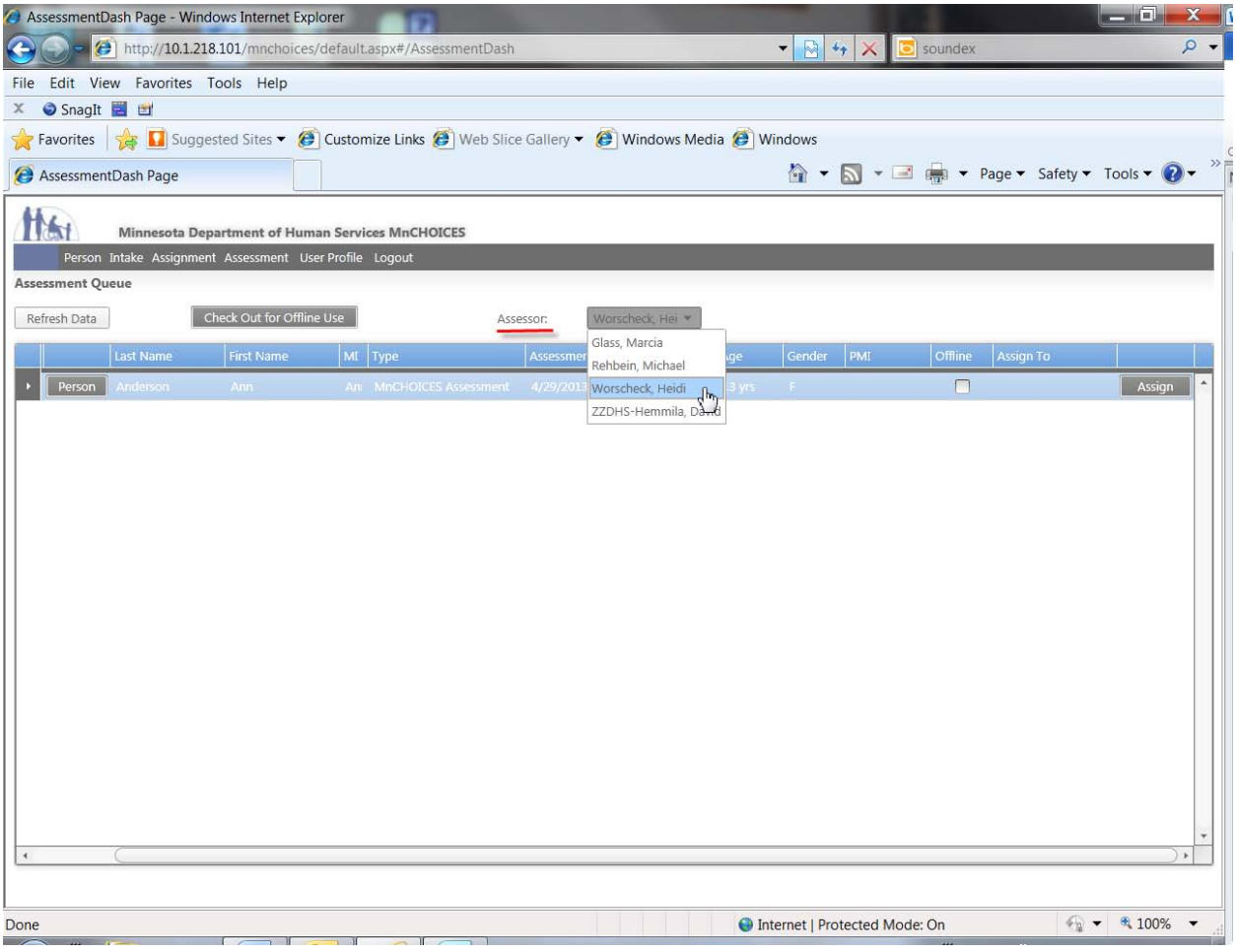
1. Select the Assessment in the menu bar



2. If needed, select an Assessor

PERTINENT ASSESSMENT QUEUE COLUMNS

- Type: the document type of MnCHOICES Assessment or Health Risk Assessment (HRA).
- Age: the age is automatically calculated based upon the Assessment Date and the Date of Birth. If the document does **NOT** have an Assessment Date, the age does **NOT** display.
- Offline: used to check out a particular assessment for offline use

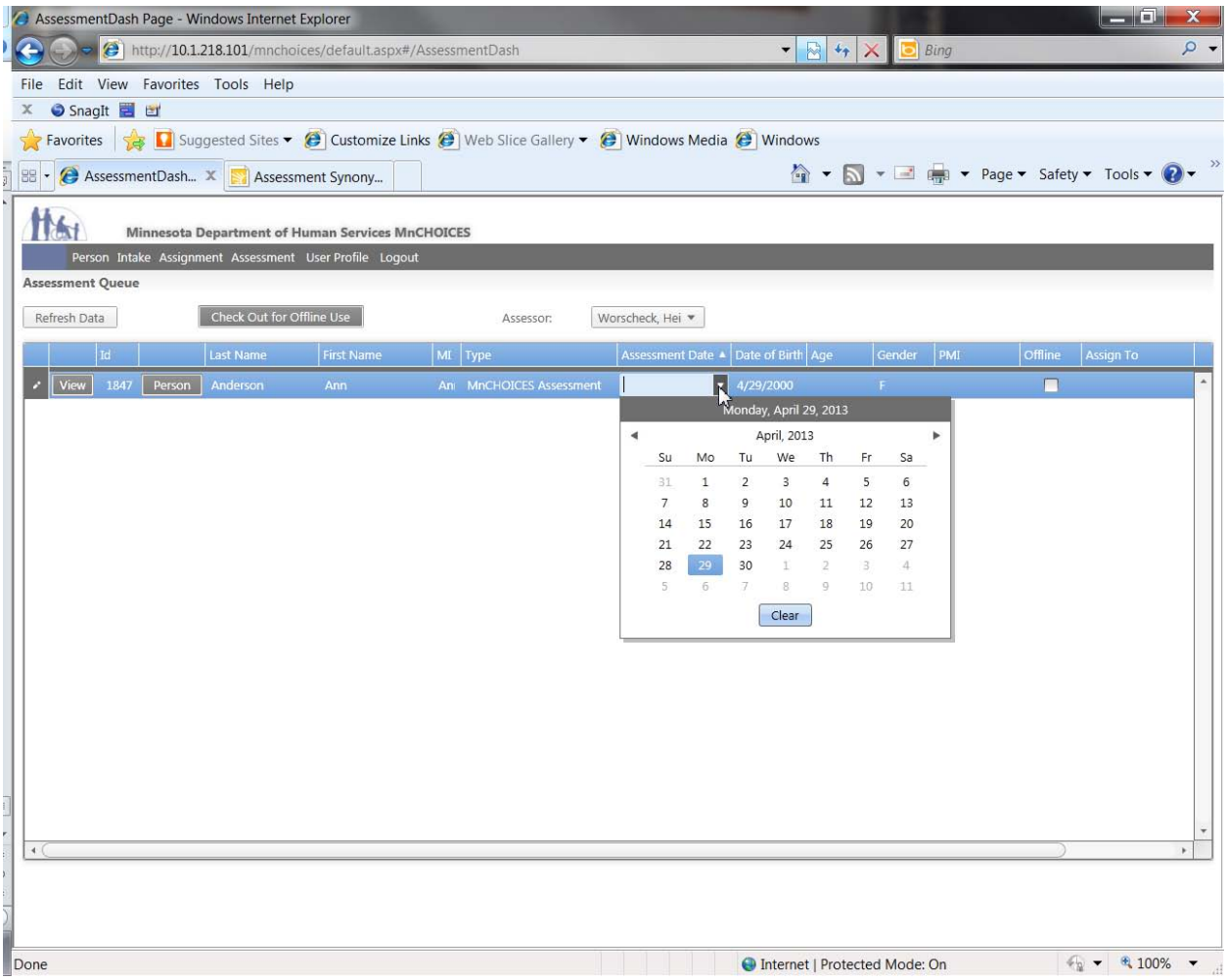


3. Add an Assessment Date by selecting the Assessment Date box

When a MnCHOICES Assessment or a Health Risk Assessment is created, an Assessment Date is **NOT** populated.

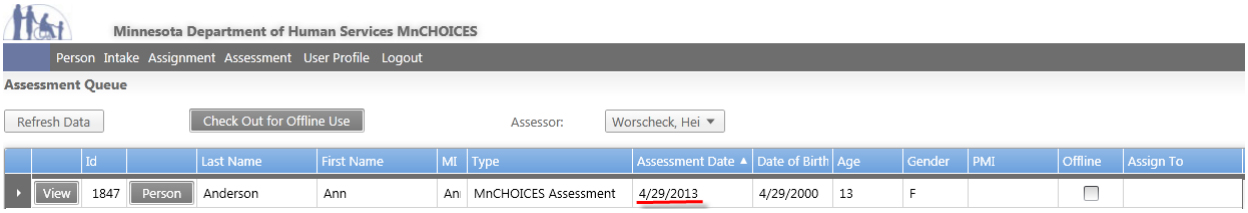
After the Assessment Date is edited, the system removes the answers to questions that are **NOT** displayed.

The Assessment Date causes the Age to populate.



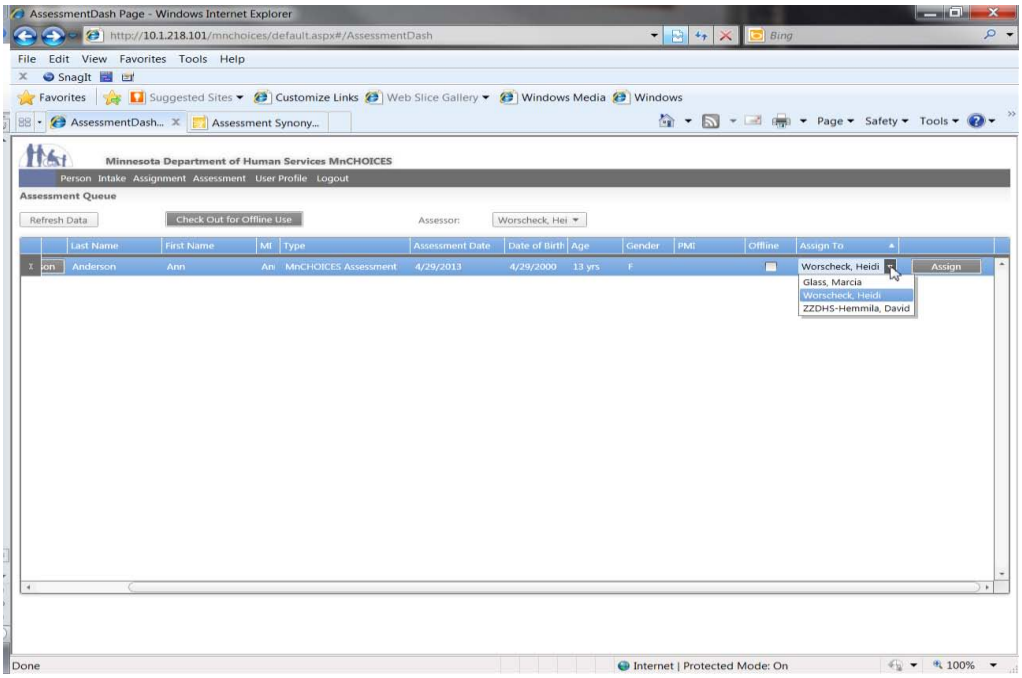
The Assessment Date displays for the Assessment

TIP: Once a MnCHOICES Assessment is completed, it is recommended to **NOT** change the Assessment Date.

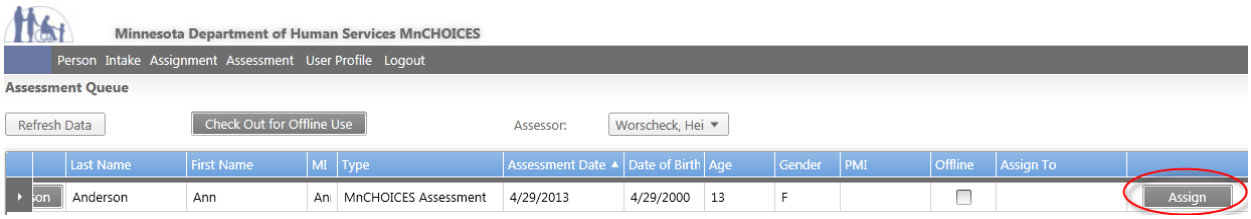


4. Select an Assignee to the Assessment

ALL users that have the same Lead Agency as the current user and have the security access to Edit Assessment/Health Risk Assessment/Assessment Help Desk are in the Assign To drop down menu. The current user **MUST** have Assignment security access to change an Assessor.

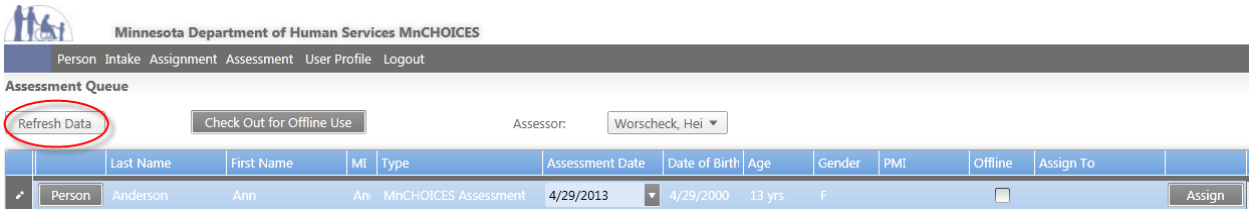


5. Select the Assign button

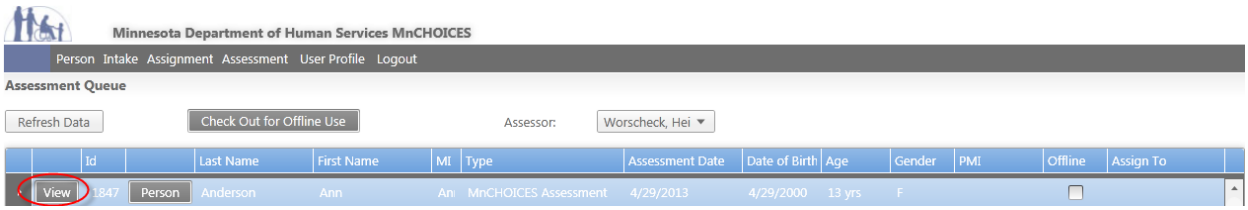


6. Select the Refresh Data button

After the assignment is complete, refresh the data so the assigned document no longer displays on the Assessment Queue.



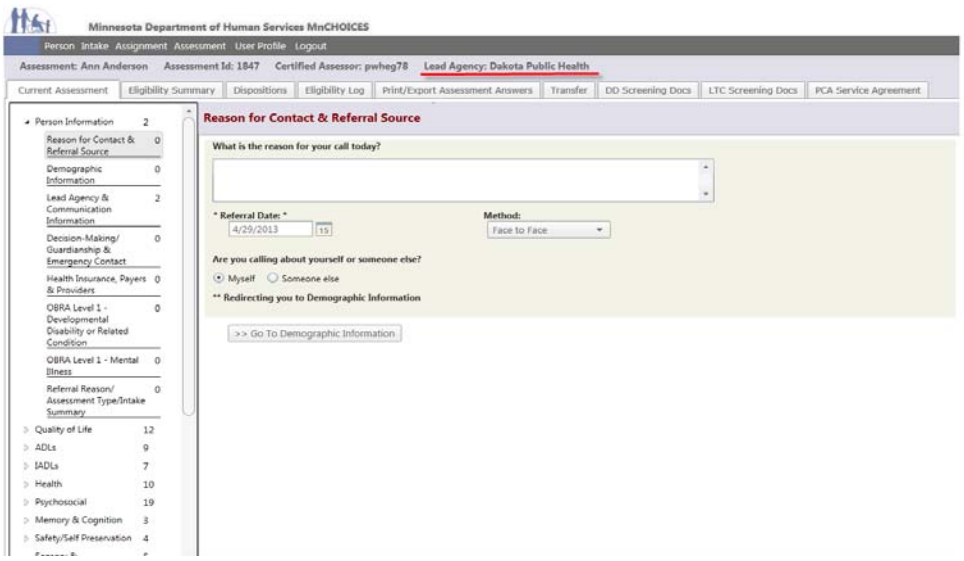
7. Select on the View button



The Current Assessment screen of the Assessment displays.

ALL MnCHOICES Assessments have a Lead Agency.

When a MnCHOICES Assessment is created, the Lead Agency is set to the user's Lead Agency.

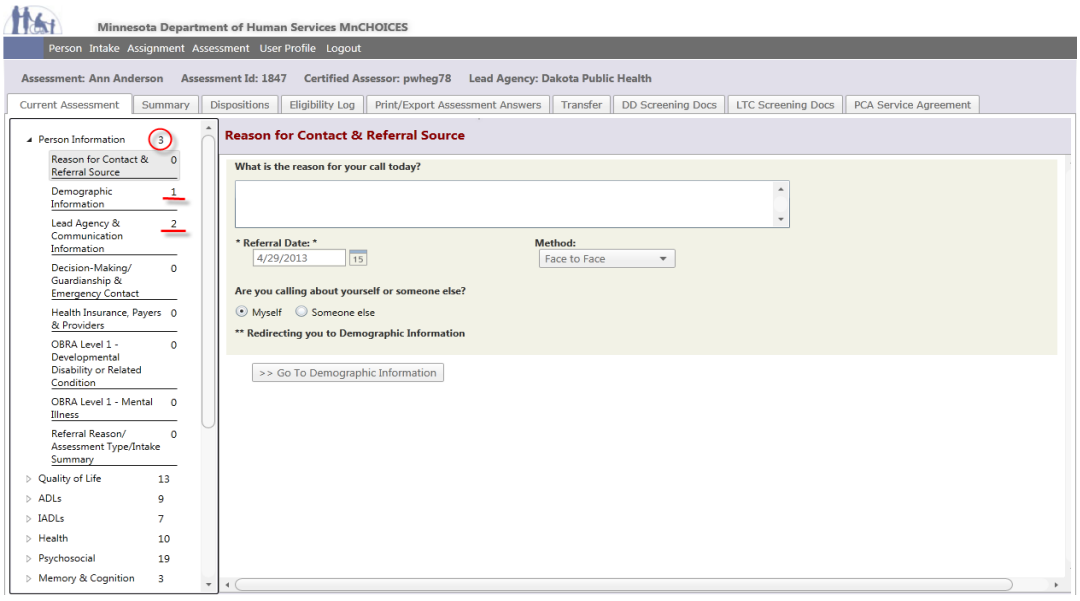

Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Eligibility Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Person Information 2
Reason for Contact & Referral Source 0
Demographic Information 0
Lead Agency & Communication Information 2
Decision-Making/ Guardianship & Emergency Contact 0
Health Insurance, Payers & Providers 0
OBRA Level 1 - Developmental Disability or Related Condition 0
OBRA Level 1 - Mental Illness 0
Referral Reason/ Assessment Type/Intake Summary 0
Quality of Life 12
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Reason for Contact & Referral Source
What is the reason for your call today?
* Referral Date: *
4/29/2013
Method:
Face to Face
Are you calling about yourself or someone else?
Myself Someone else
** Redirecting you to Demographic Information
>> Go To Demographic Information

NEW ASSESSMENT NAVIGATION

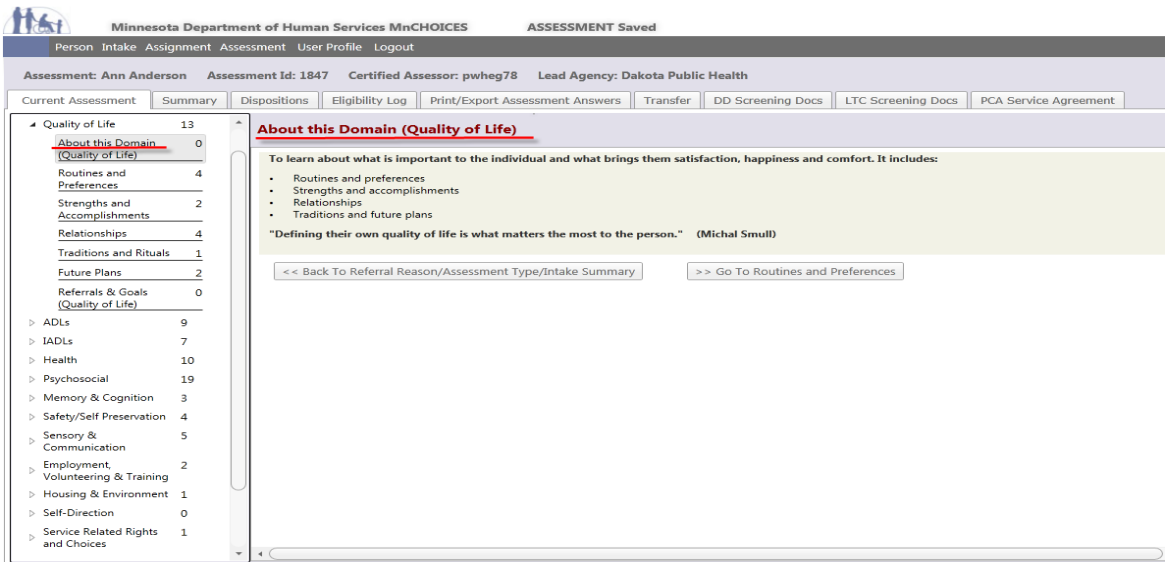
Each Domain has a number to the right of it to signify the **total** number of required questions **NOT** yet answered within that domain. Within each domain, are groups, with numbers to the right that signify the number of required questions **NOT** yet answered. As each required question is answered, the numbers lessen by 1. **ALL** required questions have an asterisk on both ends of the question. Ultimately, the goal is to have **ALL** numbers equal 0 to demonstrate completion of the Assessment. Required questions are necessary to:

- Run the eligibility summary using the information gathered in the Assessment to determine level of care, case mix and possible program and service eligibility
- Develop a Community Support Plan based on what is important to and for the person

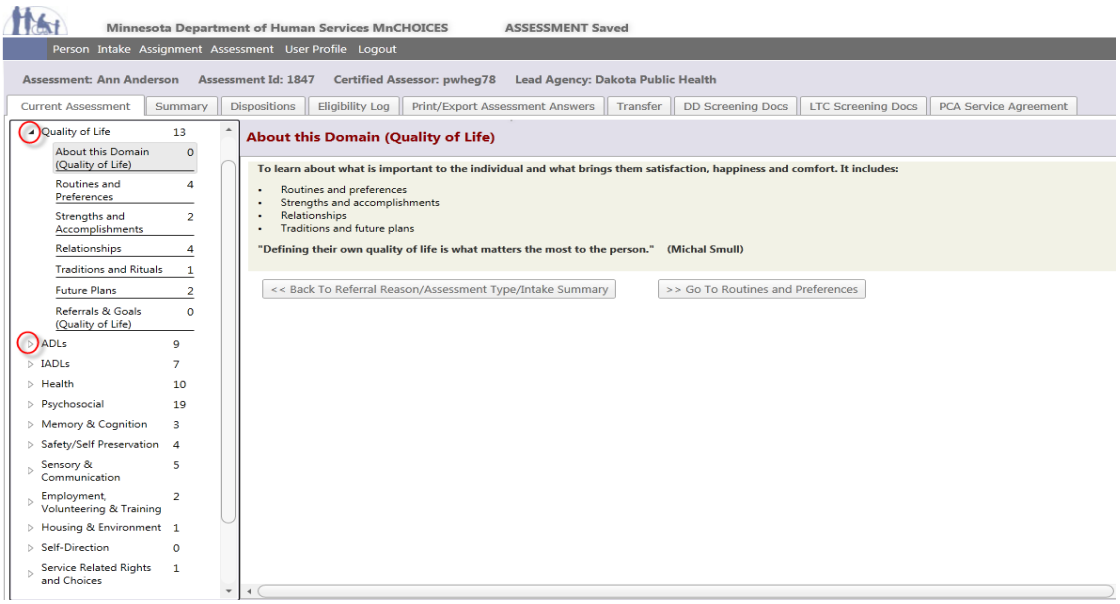
If you uncheck a question, **ALL** sub-group questions will be hidden and the answers will be cleared.


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Person Information 3
Reason for Contact & Referral Source 0
Demographic Information 1
Lead Agency & Communication Information 2
Decision-Making/ Guardianship & Emergency Contact 0
Health Insurance, Payers & Providers 0
OBRA Level 1 - Developmental Disability or Related Condition 0
OBRA Level 1 - Mental Illness 0
Referral Reason/ Assessment Type/Intake Summary 0
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Reason for Contact & Referral Source
What is the reason for your call today?
* Referral Date: *
4/29/2013
Method:
Face to Face
Are you calling about yourself or someone else?
Myself Someone else
** Redirecting you to Demographic Information
>> Go To Demographic Information

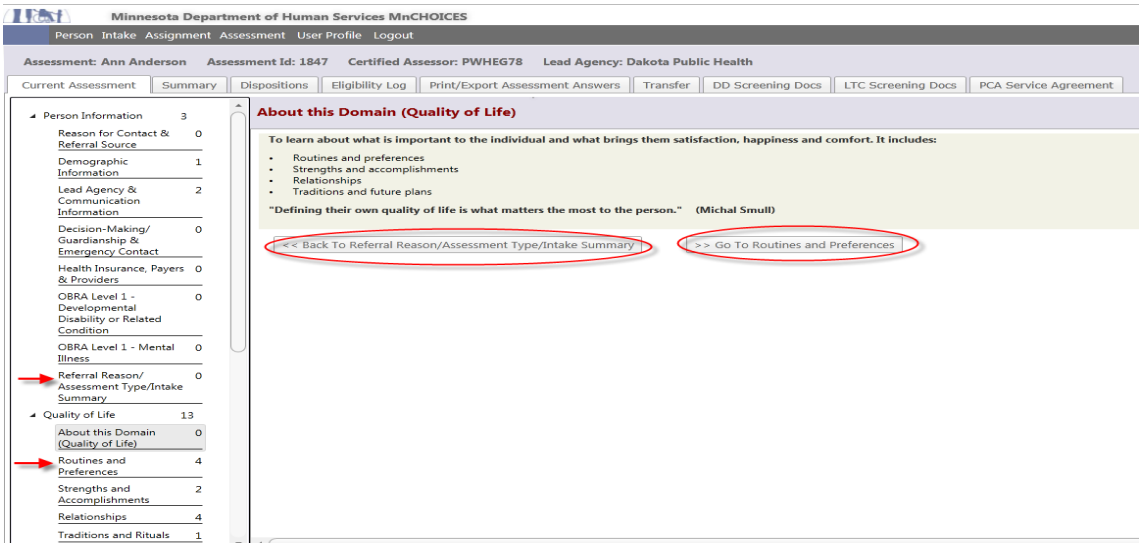
ALL of the following domains have a first screen describing the domain called About this Domain: Quality of Life; ADLs; IADLs; Health, Psychosocial; Memory & Cognition; Safety/Self Preservation; Sensory & Communication; Employment, Volunteering & Training; Housing & Environment; Self-Direction; Service Related Rights and Choices; Caregiver; Assessment Information; and Assessor Conclusions.


Minnesota Department of Human Services MnCHOICES
ASSESSMENT Saved
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Quality of Life 13
About this Domain (Quality of Life) 0
Routines and Preferences 4
Strengths and Accomplishments 2
Relationships 4
Traditions and Rituals 1
Future Plans 2
Referrals & Goals (Quality of Life) 0
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
About this Domain (Quality of Life)
To learn about what is important to the individual and what brings them satisfaction, happiness and comfort. It includes:
Routines and preferences
Strengths and accomplishments
Relationships
Traditions and future plans
"Defining their own quality of life is what matters the most to the person." (Michal Smull)
<< Back To Referral Reason/Assessment Type/Intake Summary
>> Go To Routines and Preferences

To view **ALL** groups within a domain, select the light triangle to expand the menu. To hide **ALL** groups within a domain, select the dark triangle again to condense the menu.

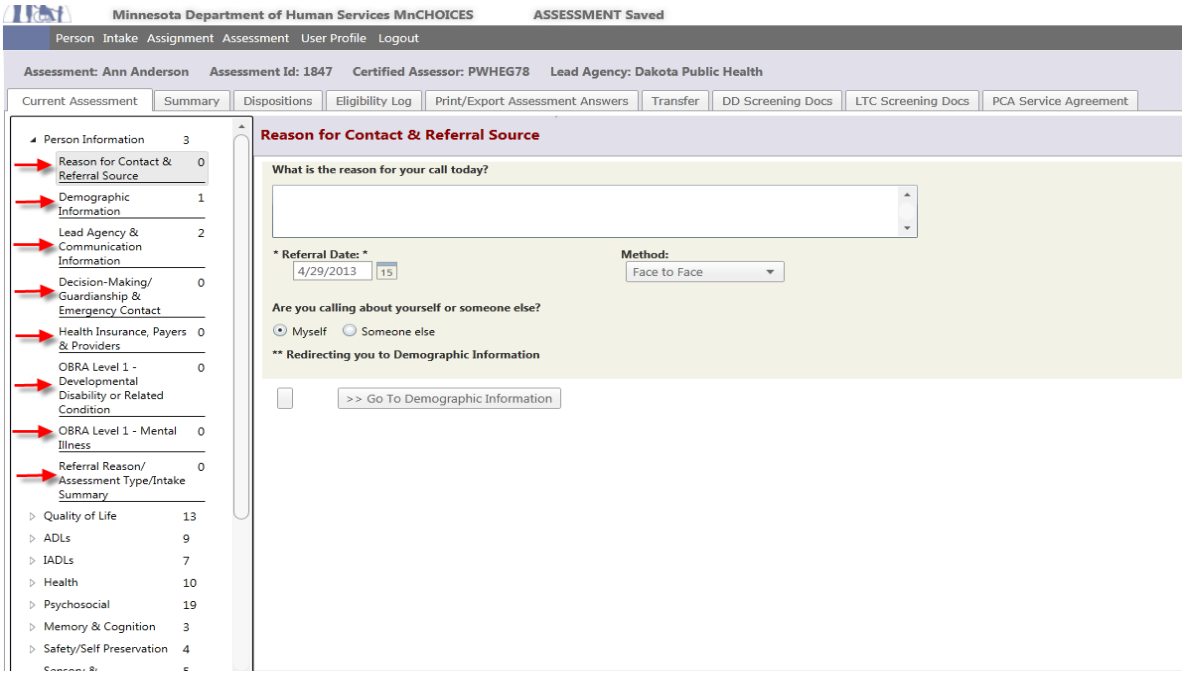

Minnesota Department of Human Services MnCHOICES
ASSESSMENT Saved
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Quality of Life 13
About this Domain (Quality of Life) 0
Routines and Preferences 4
Strengths and Accomplishments 2
Relationships 4
Traditions and Rituals 1
Future Plans 2
Referrals & Goals (Quality of Life) 0
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
About this Domain (Quality of Life)
To learn about what is important to the individual and what brings them satisfaction, happiness and comfort. It includes:
Routines and preferences
Strengths and accomplishments
Relationships
Traditions and future plans
"Defining their own quality of life is what matters the most to the person." (Michal Smull)
<< Back To Referral Reason/Assessment Type/Intake Summary
>> Go To Routines and Preferences

To navigate between domains and groups either use the buttons at the bottom of the screens or the left navigation.


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: PWHEG78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Person Information 3
Reason for Contact & Referral Source 0
Demographic Information 1
Lead Agency & Communication Information 2
Decision-Making/ Guardianship & Emergency Contact 0
Health Insurance, Payers & Providers 0
OBRA Level 1 - Developmental Disability or Related Condition 0
OBRA Level 1 - Mental Illness 0
Referral Reason/ Assessment Type/Intake Summary 0
Quality of Life 13
About this Domain (Quality of Life) 0
Routines and Preferences 4
Strengths and Accomplishments 2
Relationships 4
Traditions and Rituals 1
About this Domain (Quality of Life)
To learn about what is important to the individual and what brings them satisfaction, happiness and comfort. It includes:
Routines and preferences
Strengths and accomplishments
Relationships
Traditions and future plans
"Defining their own quality of life is what matters the most to the person." (Michal Smull)
<< Back To Referral Reason/Assessment Type/Intake Summary
>> Go To Routines and Preferences

1. Complete any information **NOT** previously done in the Person Information domain and verify information that was collected during the Person Search and Intake

TIP: You may tab to each field. Tabbing order is left to right and top to bottom.


Minnesota Department of Human Services MnCHOICES ASSESSMENT Saved
Person Intake Assignment Assessment User Profile Logout
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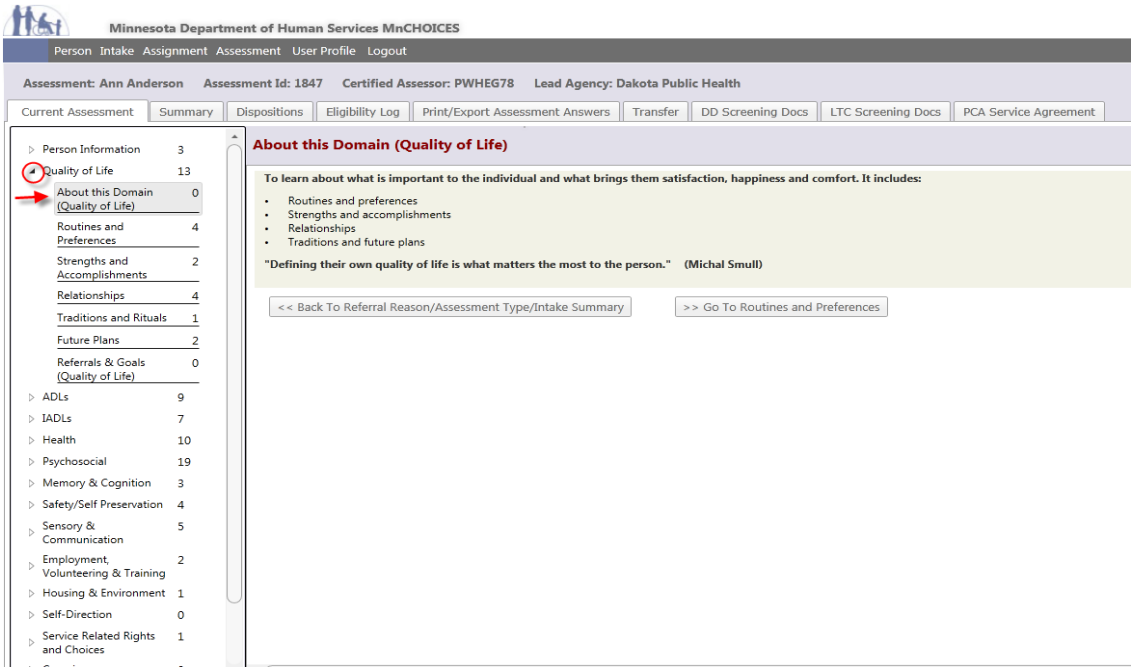
Reason for Contact & Referral Source 0
Demographic Information 1
Lead Agency & Communication Information 2
Decision-Making/ Guardianship & Emergency Contact 0
Health Insurance, Payers & Providers 0
OBRA Level 1 - Developmental Disability or Related Condition 0
OBRA Level 1 - Mental Illness 0
Referral Reason/ Assessment Type/Intake Summary 0
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Reason for Contact & Referral Source
What is the reason for your call today?
* Referral Date: *
4/29/2013
Method:
Face to Face
Are you calling about yourself or someone else?
Myself
Someone else
** Redirecting you to Demographic Information
>> Go To Demographic Information

2. Expand the Quality of Life domain and select About this Domain (Quality of Life)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
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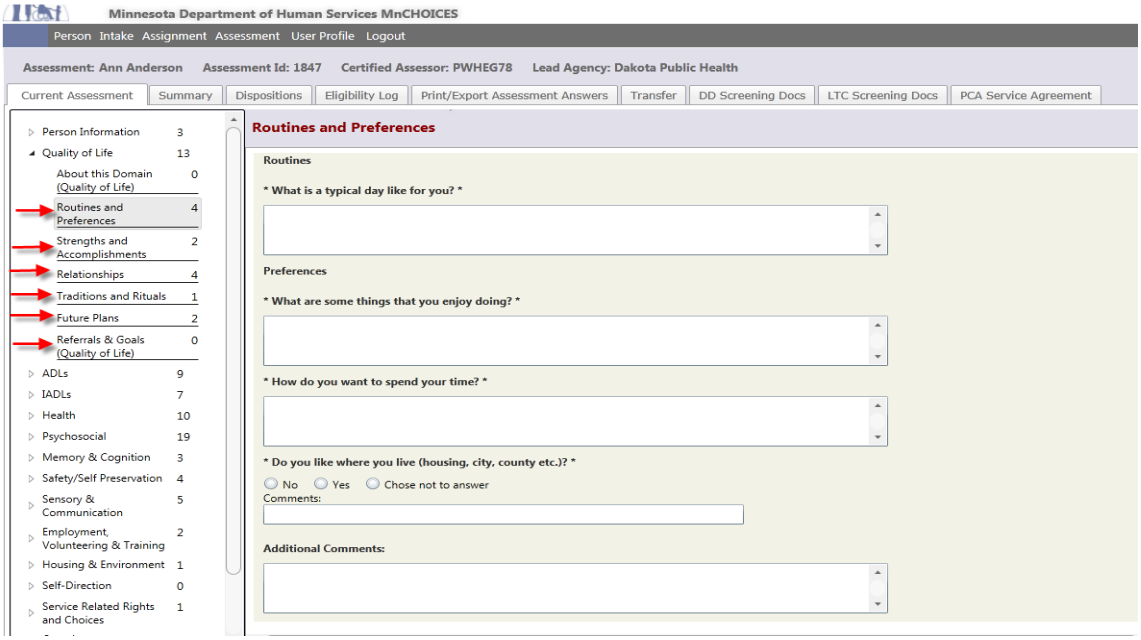
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Person Information 3
Quality of Life 13
About this Domain (Quality of Life) 0
Routines and Preferences 4
Strengths and Accomplishments 2
Relationships 4
Traditions and Rituals 1
Future Plans 2
Referrals & Goals (Quality of Life) 0
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
About this Domain (Quality of Life)
To learn about what is important to the individual and what brings them satisfaction, happiness and comfort. It includes:
Routines and preferences
Strengths and accomplishments
Relationships
Traditions and future plans
"Defining their own quality of life is what matters the most to the person." (Michal Smull)
<< Back To Referral Reason/Assessment Type/Intake Summary
>> Go To Routines and Preferences

3. Read About this Domain (Quality of Life)

4. Complete all appropriate Quality of Life domain information for each group: Routines and Preferences; Strengths and Accomplishments; Relationships; Traditions and Rituals; Future Plans; and Referrals & Goals (Quality of Life)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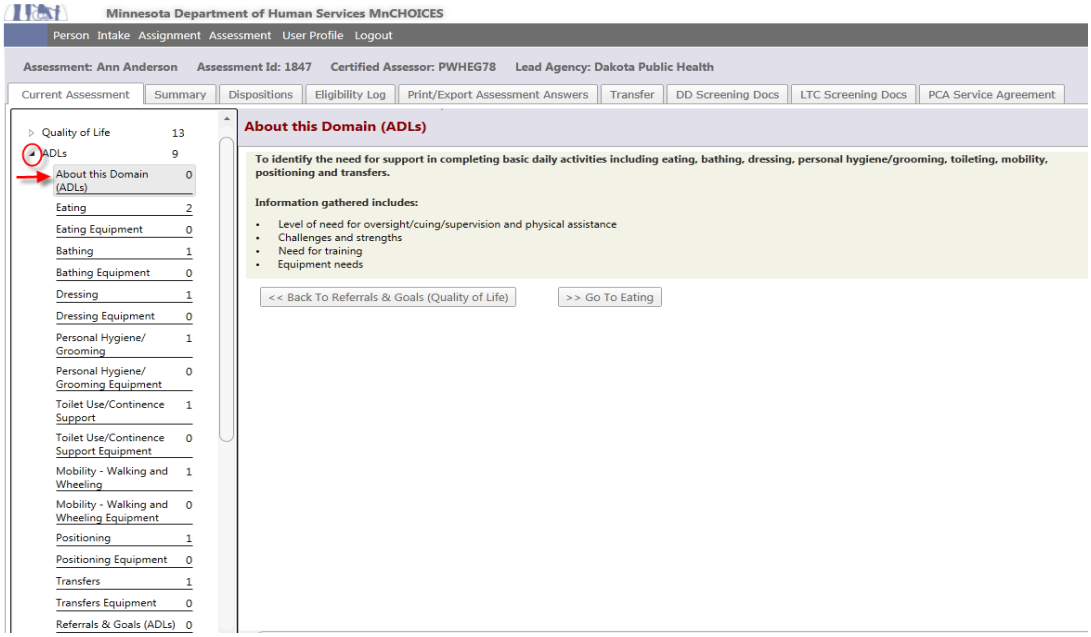
Person Information 3
Quality of Life 13
About this Domain (Quality of Life) 0
Routines and Preferences 4
Strengths and Accomplishments 2
Relationships 4
Traditions and Rituals 1
Future Plans 2
Referrals & Goals (Quality of Life) 0
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

5. Expand the ADLs domain and select About this Domain (ADLs)


Minnesota Department of Human Services MnCHOICES
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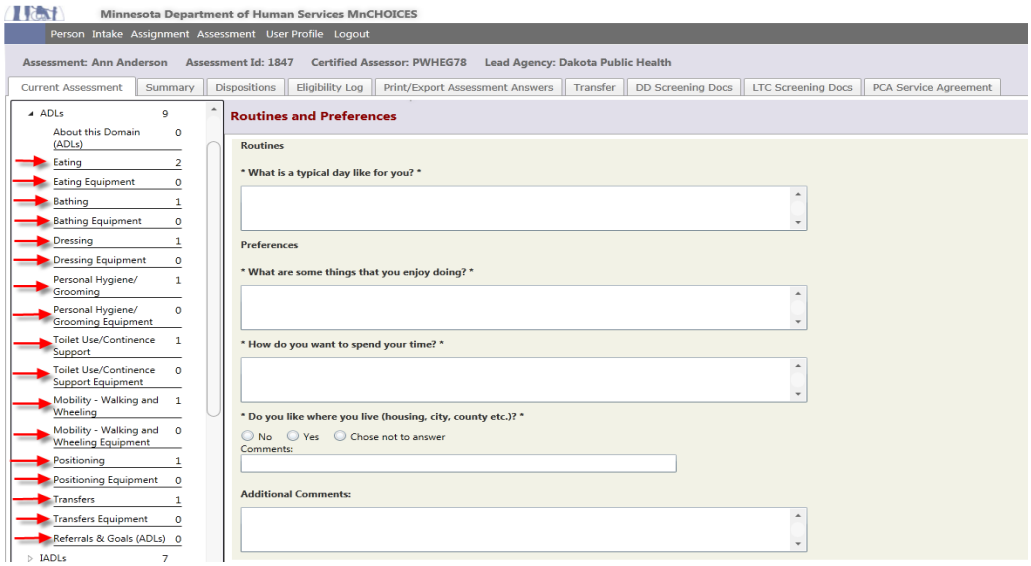
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Quality of Life 13
ADLs 9
About this Domain (ADLs) 0
Eating 2
Eating Equipment 0
Bathing 1
Bathing Equipment 0
Dressing 1
Dressing Equipment 0
Personal Hygiene/ Grooming 1
Personal Hygiene/ Grooming Equipment 0
Toilet Use/Continence Support 1
Toilet Use/Continence Support Equipment 0
Mobility - Walking and Wheeling 1
Mobility - Walking and Wheeling Equipment 0
Positioning 1
Positioning Equipment 0
Transfers 1
Transfers Equipment 0
Referrals & Goals (ADLs) 0
About this Domain (ADLs)
To identify the need for support in completing basic daily activities including eating, bathing, dressing, personal hygiene/grooming, toileting, mobility, positioning and transfers.
Information gathered includes:
Level of need for oversight/cuing/supervision and physical assistance
Challenges and strengths
Need for training
Equipment needs
<< Back To Referrals & Goals (Quality of Life)
>> Go To Eating

6. Read About this Domain (ADLs)

7. Complete all appropriate ADLs domain information for each group: Eating; Eating Equipment; Bathing; Bathing Equipment, Dressing; Dressing Equipment; Personal Hygiene/Grooming; Personal Hygiene/Grooming Equipment; Toilet Use/Continence Support; Toilet Use/Continence Support Equipment; Mobility – Walking and Wheeling; Mobility – Walking and Wheeling Equipment; Positioning; Positioning Equipment; Transfers; Transfers Equipment; Referrals & Goals (ADLs)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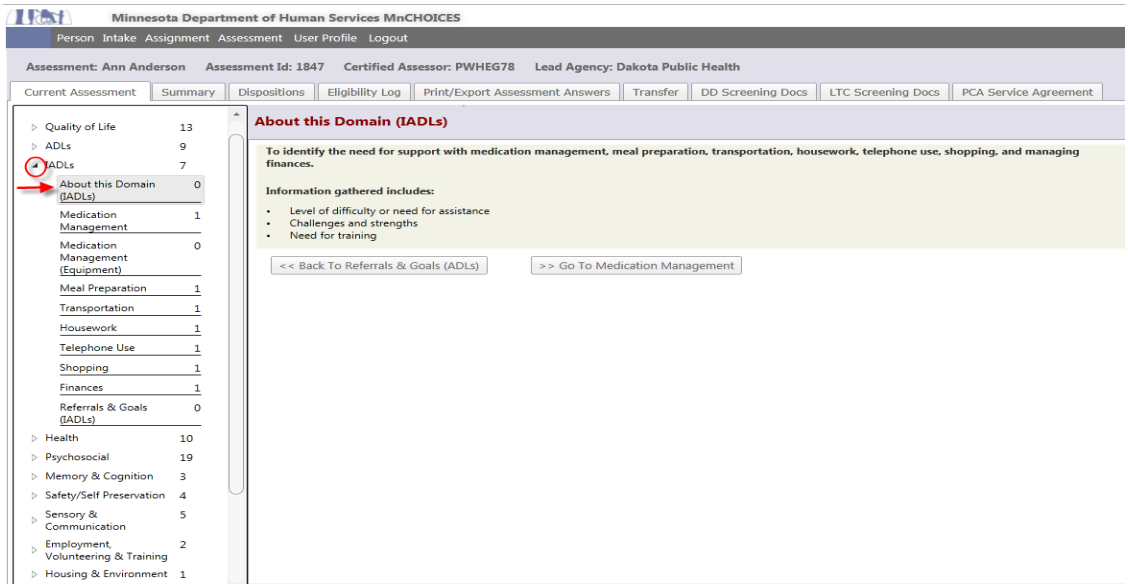
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
ADLs 9
About this Domain (ADLs) 0
Eating 2
Eating Equipment 0
Bathing 1
Bathing Equipment 0
Dressing 1
Dressing Equipment 0
Personal Hygiene/ Grooming 1
Personal Hygiene/ Grooming Equipment 0
Toilet Use/Continence Support 1
Toilet Use/Continence Support Equipment 0
Mobility - Walking and Wheeling 1
Mobility - Walking and Wheeling Equipment 0
Positioning 1
Positioning Equipment 0
Transfers 1
Transfers Equipment 0
Referrals & Goals (ADLs) 0
IADLs 7
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

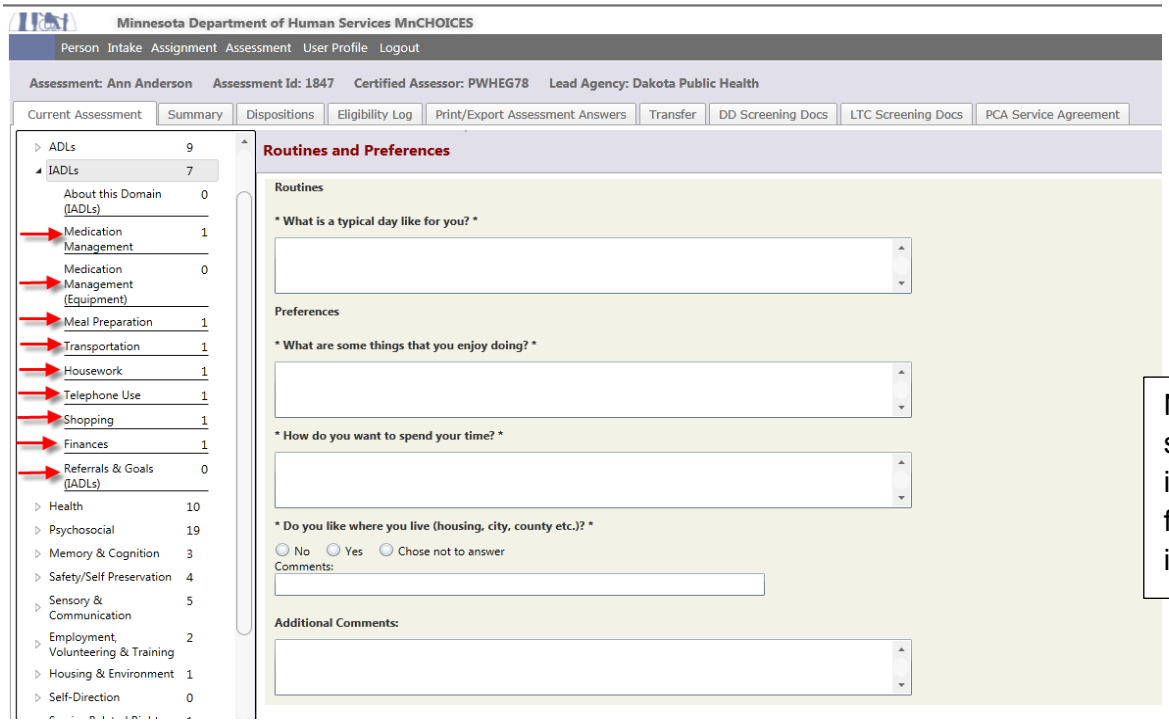
NOTE: this screen shot is not correct for questions in ADLs

8. Expand the IADLs domain and select About this Domain (IADLs)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: PWHEG78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Quality of Life 13
ADLs 9
IADLs 7
About this Domain (IADLs) 0
Medication Management 1
Medication Management (Equipment) 0
Meal Preparation 1
Transportation 1
Housework 1
Telephone Use 1
Shopping 1
Finances 1
Referrals & Goals (IADLs) 0
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
About this Domain (IADLs)
To identify the need for support with medication management, meal preparation, transportation, housework, telephone use, shopping, and managing finances.
Information gathered includes:
Level of difficulty or need for assistance
Challenges and strengths
Need for training
<< Back To Referrals & Goals (ADLs)
>> Go To Medication Management

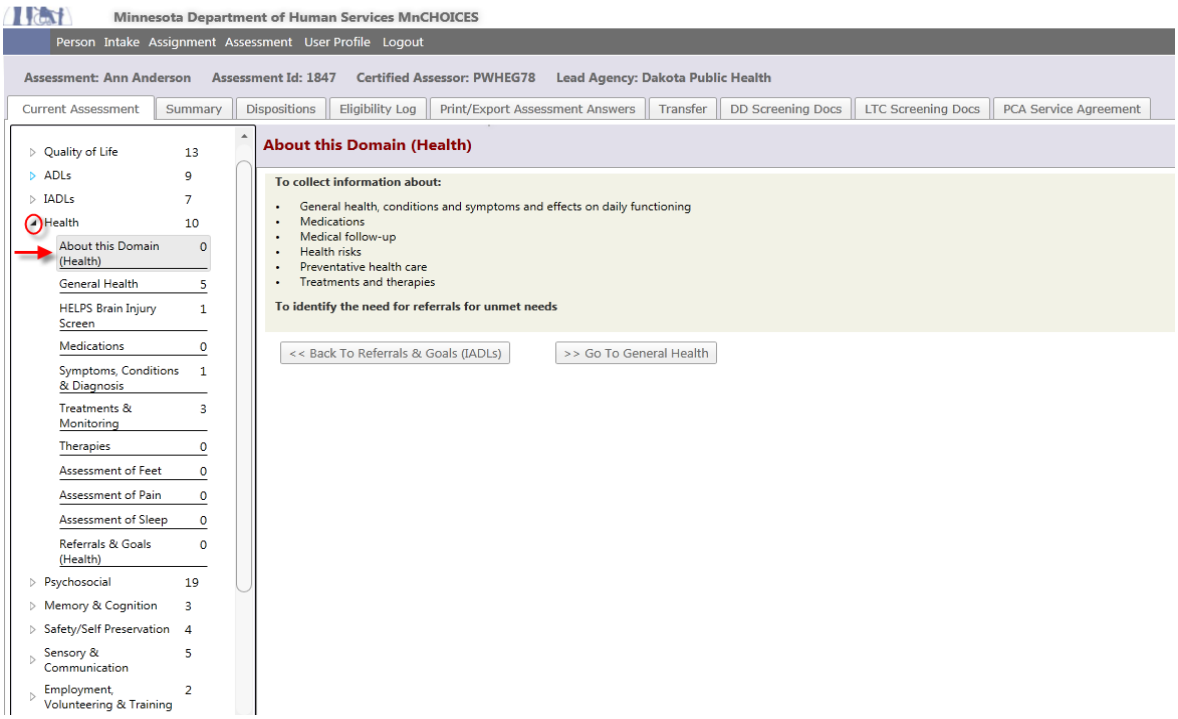
9. Read About this Domain (IADLs)

10. Complete all appropriate IADLs domain information for each group: Medication Management; Medication Management (Equipment); Meal Preparation; Transportation; Housework; Telephone Use; Shopping; Finances; Referrals & Goals (IADLs)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: PWHEG78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
ADLs 9
IADLs 7
About this Domain (IADLs) 0
Medication Management 1
Medication Management (Equipment) 0
Meal Preparation 1
Transportation 1
Housework 1
Telephone Use 1
Shopping 1
Finances 1
Referrals & Goals (IADLs) 0
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

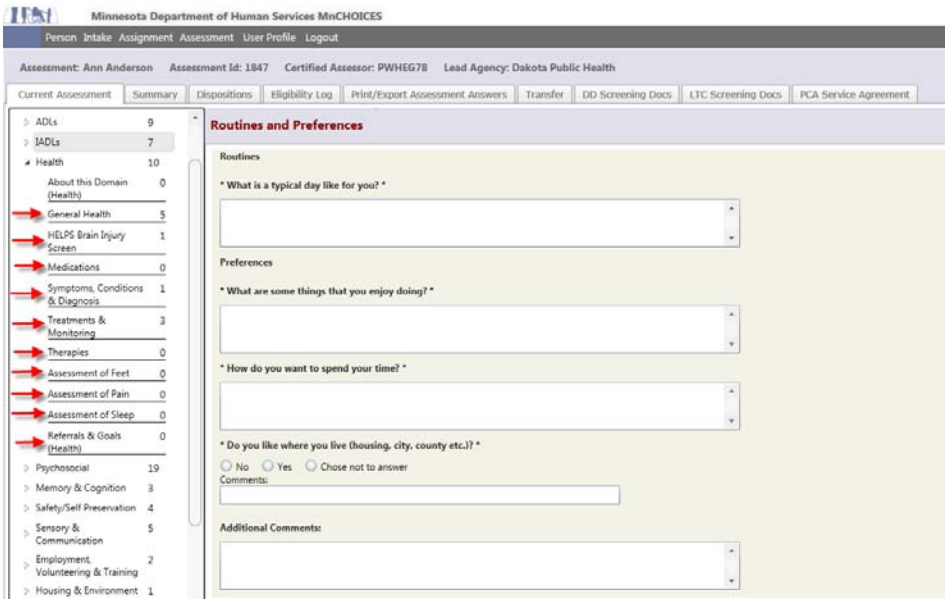
NOTE: this screen shot is not correct for questions in IADLs

11. Expand the Health domain and select About this Domain (Health)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: PWHEG78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Quality of Life 13
ADLs 9
IADLs 7
Health 10
About this Domain (Health) 0
General Health 5
HELPS Brain Injury Screen 1
Medications 0
Symptoms, Conditions & Diagnosis 1
Treatments & Monitoring 3
Therapies 0
Assessment of Feet 0
Assessment of Pain 0
Assessment of Sleep 0
Referrals & Goals (Health) 0
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
About this Domain (Health)
To collect information about:
General health, conditions and symptoms and effects on daily functioning
Medications
Medical follow-up
Health risks
Preventative health care
Treatments and therapies
To identify the need for referrals for unmet needs
<< Back To Referrals & Goals (IADLs)
>> Go To General Health

12. Read About this Domain (Health)

13. Complete all appropriate Health domain information for each group: General Health; HELPS Brain Injury Screen; Medications; Symptoms, Conditions & Diagnosis; Treatments & Monitoring; Therapies; Assessment of Feet; Assessment of Pain; Assessment of Sleep; Referrals & Goals (Health)


Minnesota Department of Human Services MnCHOICES
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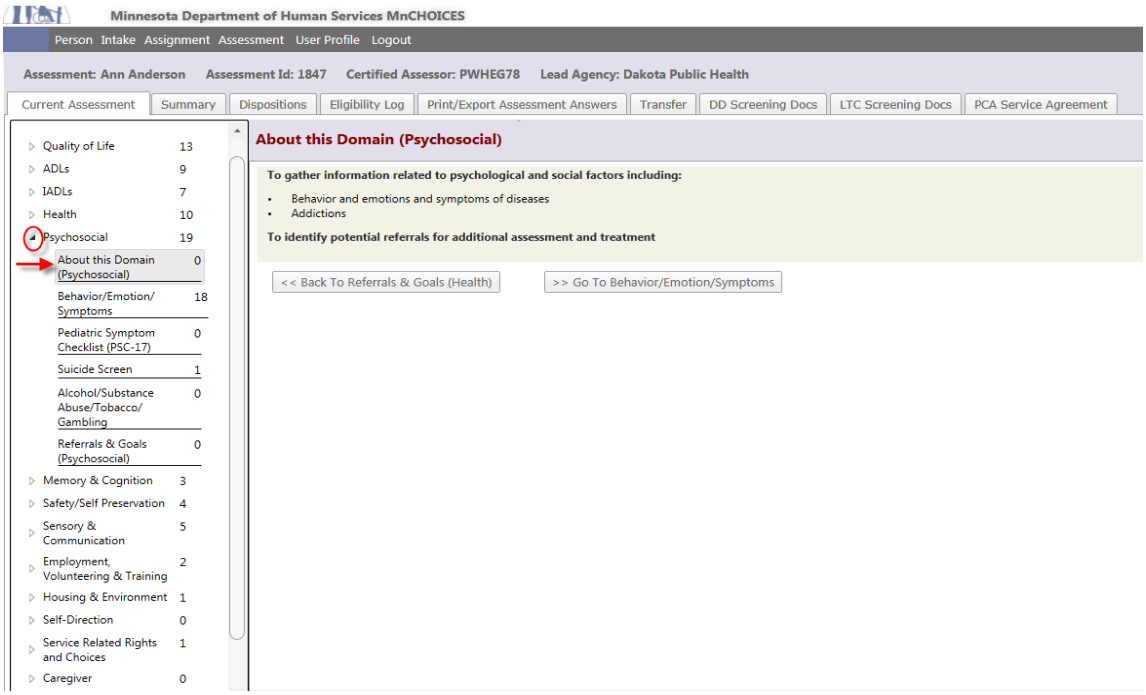
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: PWHEG78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
ADLs 9
IADLs 7
Health 10
About this Domain (Health) 0
General Health 5
HELPS Brain Injury Screen 1
Medications 0
Symptoms, Conditions & Diagnosis 1
Treatments & Monitoring 3
Therapies 0
Assessment of Feet 0
Assessment of Pain 0
Assessment of Sleep 0
Referrals & Goals (Health) 0
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Health

14. Expand the Psychosocial domain and select About this Domain (Psychosocial)


Minnesota Department of Human Services MnCHOICES
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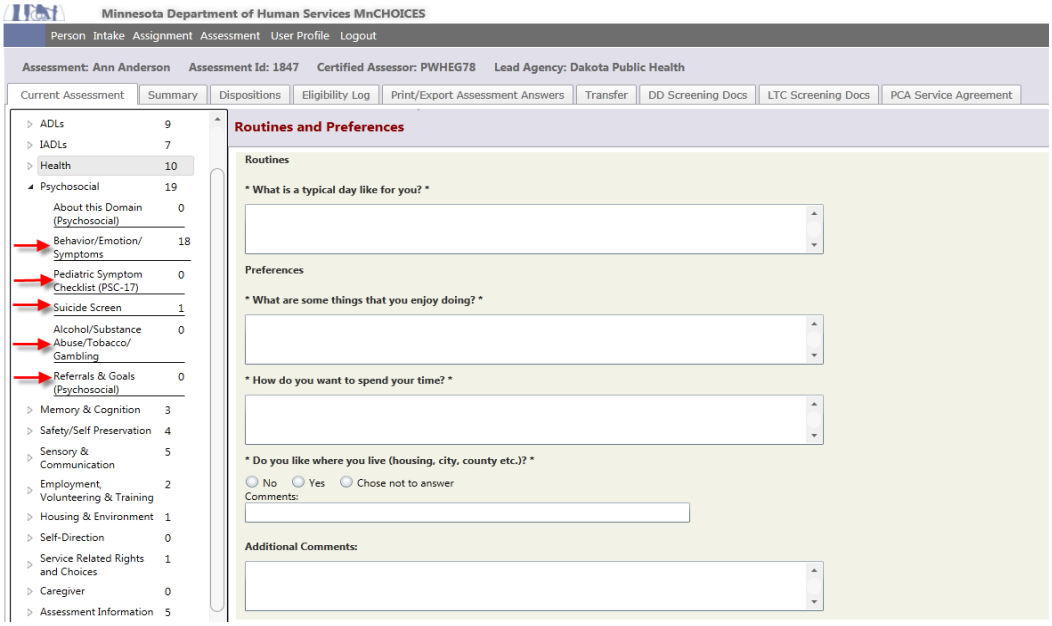
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
About this Domain (Psychosocial) 0
Behavior/Emotion/ Symptoms 18
Pediatric Symptom Checklist (PSC-17) 0
Suicide Screen 1
Alcohol/Substance Abuse/Tobacco/ Gambling 0
Referrals & Goals (Psychosocial) 0
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
About this Domain (Psychosocial)
To gather information related to psychological and social factors including:
Behavior and emotions and symptoms of diseases
Addictions
To identify potential referrals for additional assessment and treatment
<< Back To Referrals & Goals (Health)
>> Go To Behavior/Emotion/Symptoms

15. Read About this Domain (Psychosocial)

16. Complete all appropriate Psychosocial domain information for each group: Behavior/Emotion/Symptoms; Pediatric Symptom Checklist (PSC-17); Suicide Screen; Alcohol/Substance Abuse/Tobacco/Gambling; Referrals & Goals (Psychosocial)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
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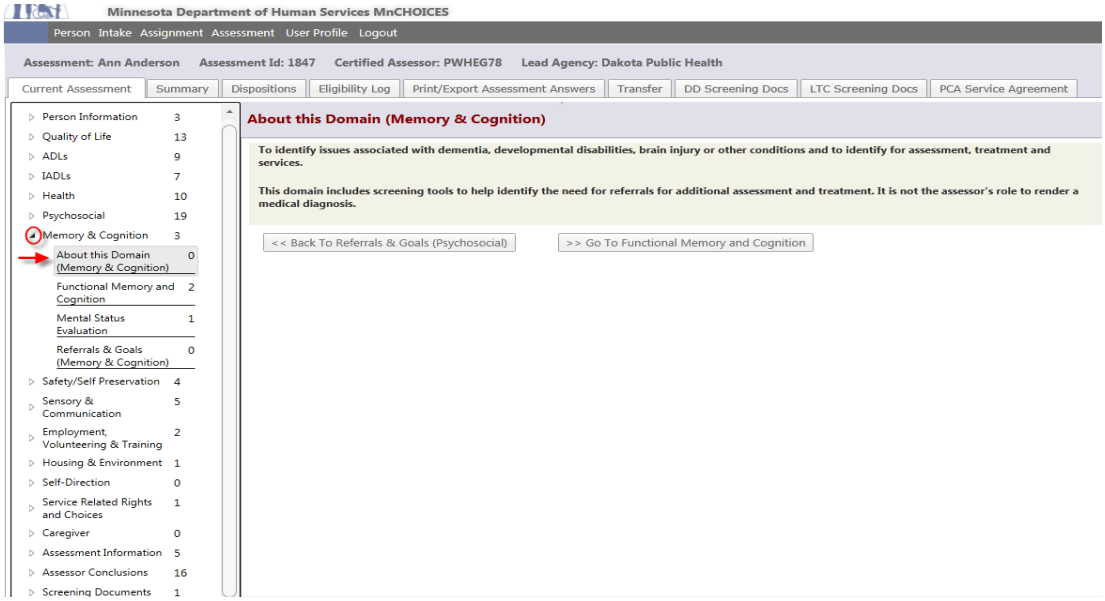
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
ADLs 9
IADLs 7
Health 10
Psychosocial 19
About this Domain (Psychosocial) 0
Behavior/Emotion/ Symptoms 18
Pediatric Symptom Checklist (PSC-17) 0
Suicide Screen 1
Alcohol/Substance Abuse/Tobacco/ Gambling 0
Referrals & Goals (Psychosocial) 0
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Psychosocial

17. Expand the Memory & Cognition domain and select About this Domain (Memory & Cognition)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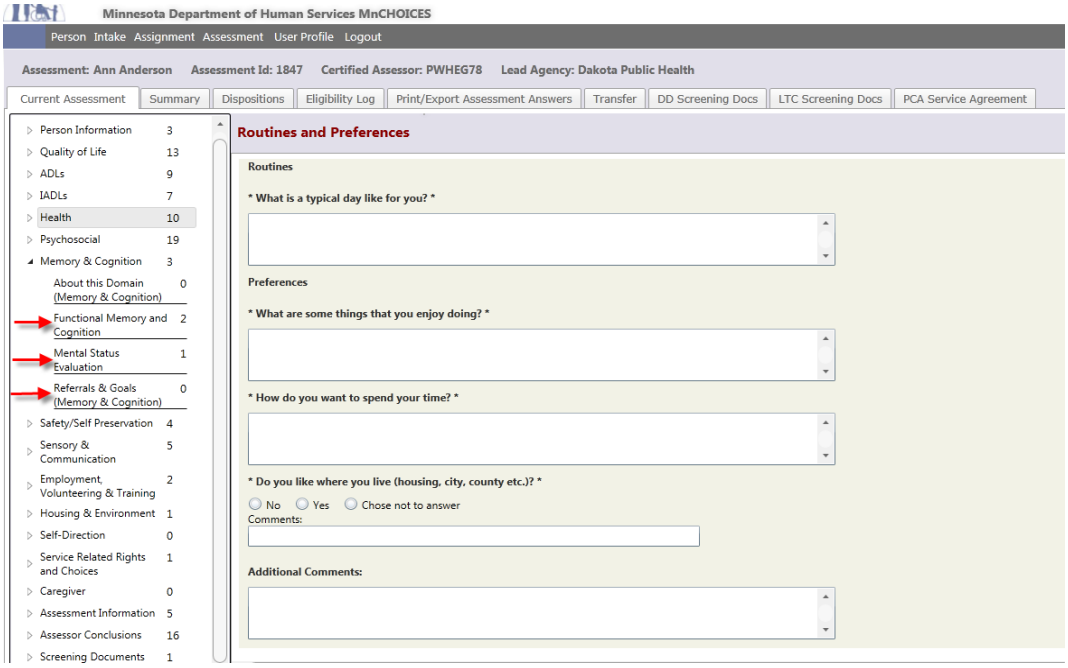
Person Information 3
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
About this Domain (Memory & Cognition) 0
Functional Memory and Cognition 2
Mental Status Evaluation 1
Referrals & Goals (Memory & Cognition) 0
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
About this Domain (Memory & Cognition)
To identify issues associated with dementia, developmental disabilities, brain injury or other conditions and to identify for assessment, treatment and services.
This domain includes screening tools to help identify the need for referrals for additional assessment and treatment. It is not the assessor's role to render a medical diagnosis.
<< Back To Referrals & Goals (Psychosocial)
>> Go To Functional Memory and Cognition

18. Read About this Domain (Memory & Cognition)

19. Complete all appropriate Memory & Cognition domain information for each group: Functional Memory and Cognition; Mental Status Evaluation; Referrals & Goals (Memory & Cognition)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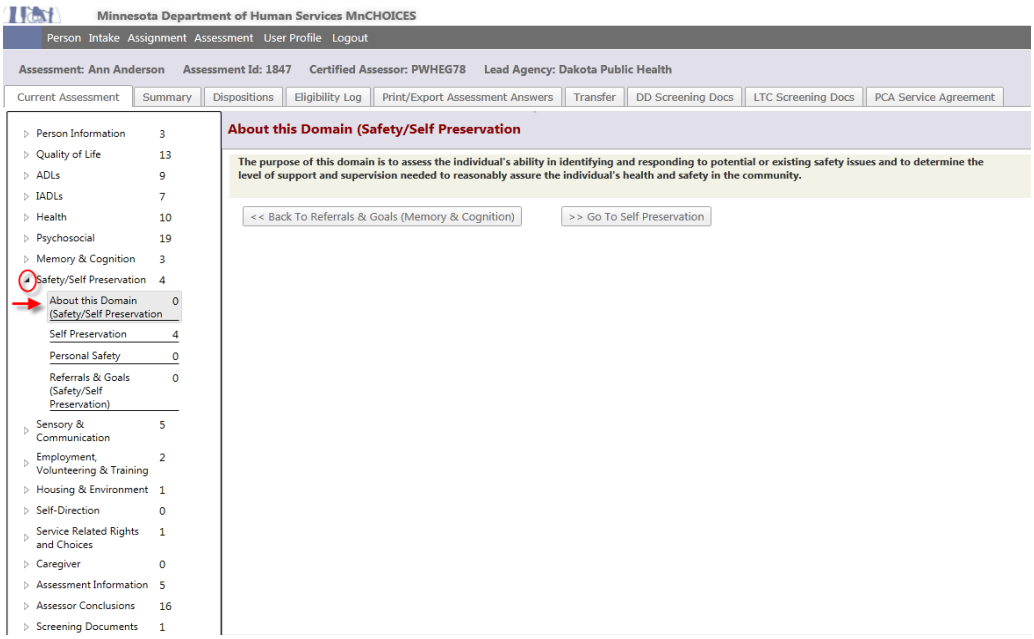
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
About this Domain (Memory & Cognition) 0
Functional Memory and Cognition 2
Mental Status Evaluation 1
Referrals & Goals (Memory & Cognition) 0
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Memory & Cognition

20. Expand the Safety/Self Preservation domain and select About this Domain (Safety/Self Preservation)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
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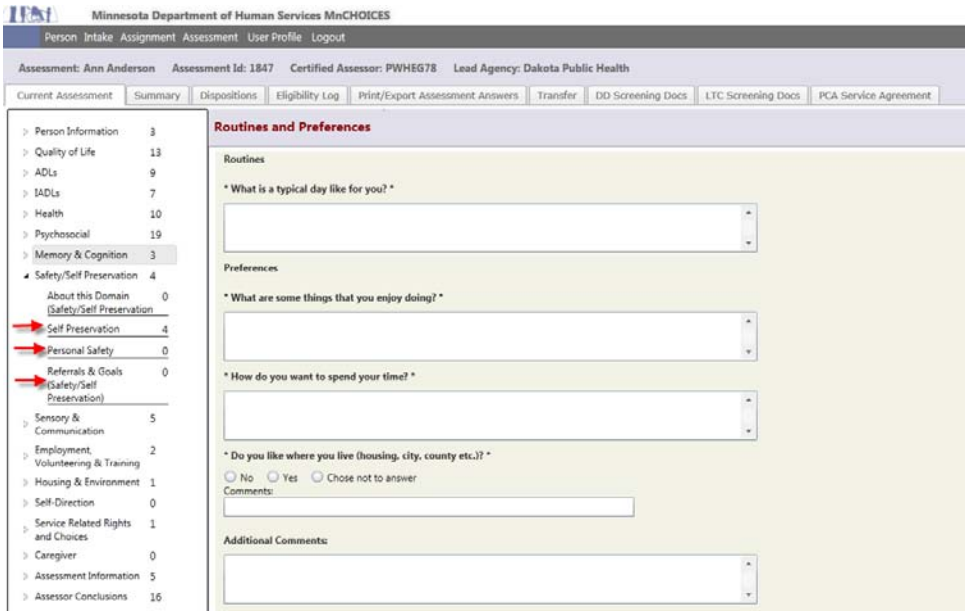
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Person Information 3
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
About this Domain (Safety/Self Preservation 0
Self Preservation 4
Personal Safety 0
Referrals & Goals (Safety/Self Preservation) 0
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
About this Domain (Safety/Self Preservation
The purpose of this domain is to assess the individual's ability in identifying and responding to potential or existing safety issues and to determine the level of support and supervision needed to reasonably assure the individual's health and safety in the community.
<< Back To Referrals & Goals (Memory & Cognition)
>> Go To Self Preservation

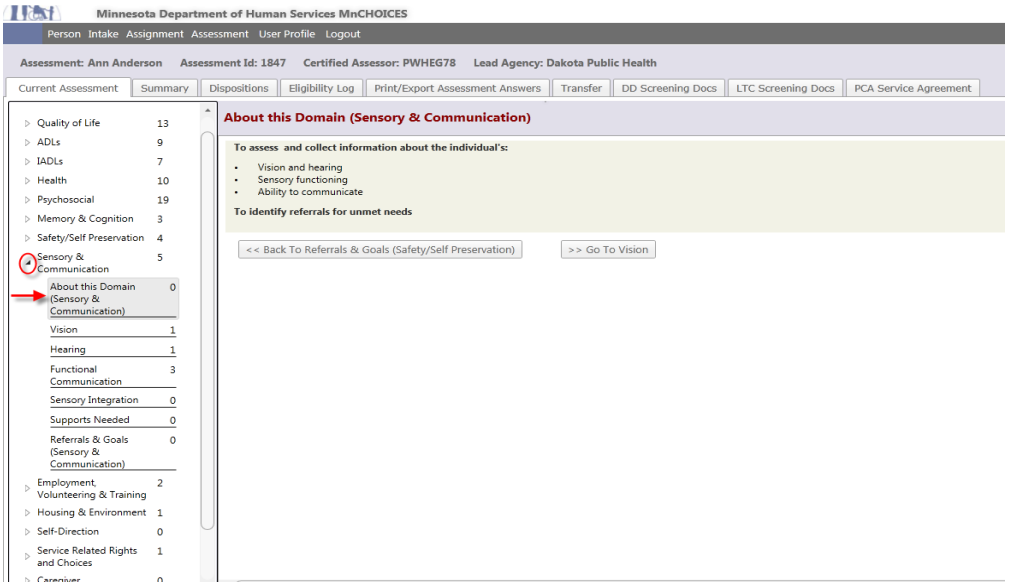
21. Read About this Domain (Safety/Self Preservation)

22. Complete all appropriate Safety/Self Preservation domain information for each group: Self Preservation; Personal Safety; Referrals & Goals (Safety/Self Preservation)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: PWHEG78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Safety/Self Preservation

23. Expand the Sensory & Communication domain and select About this Domain (Sensory & Communication)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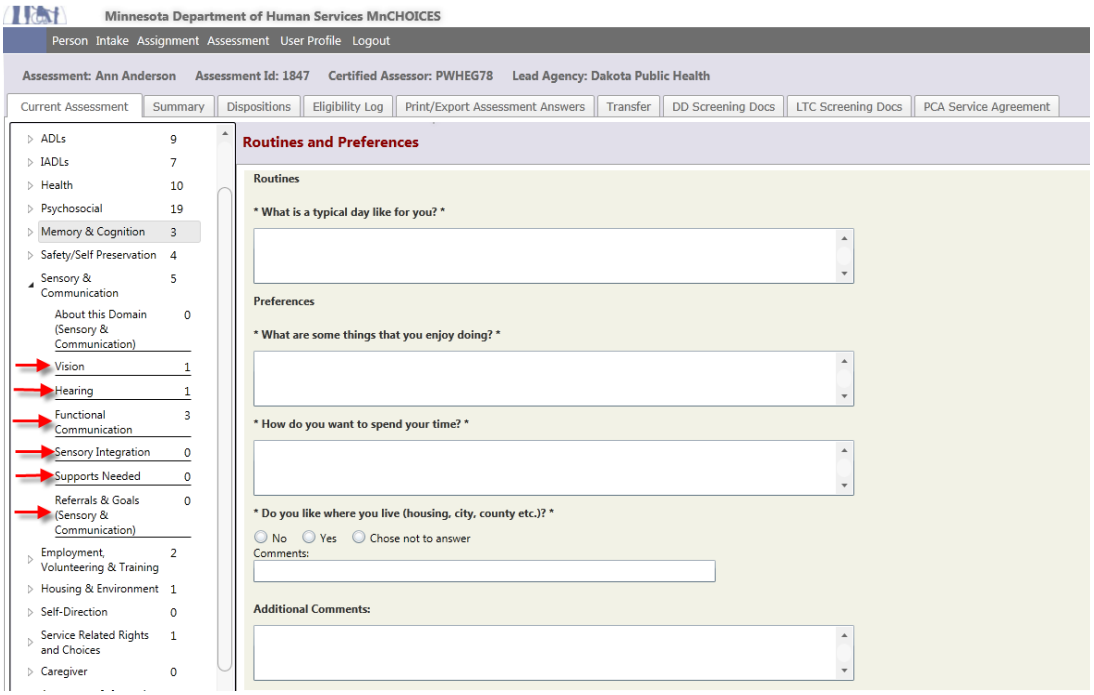
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
About this Domain (Sensory & Communication) 0
Vision 1
Hearing 1
Functional Communication 3
Sensory Integration 0
Supports Needed 0
Referrals & Goals (Sensory & Communication) 0
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
About this Domain (Sensory & Communication)
To assess and collect information about the individual's:
Vision and hearing
Sensory functioning
Ability to communicate
To identify referrals for unmet needs
<< Back To Referrals & Goals (Safety/Self Preservation)
>> Go To Vision

24. Read About this Domain (Sensory & Communication)

25. Complete all appropriate Sensory & Communication domain information for each group: Vision, Hearing; Functional Communication; Sensory Integration; Supports Needed; Referrals & Goals (Sensory & Communication)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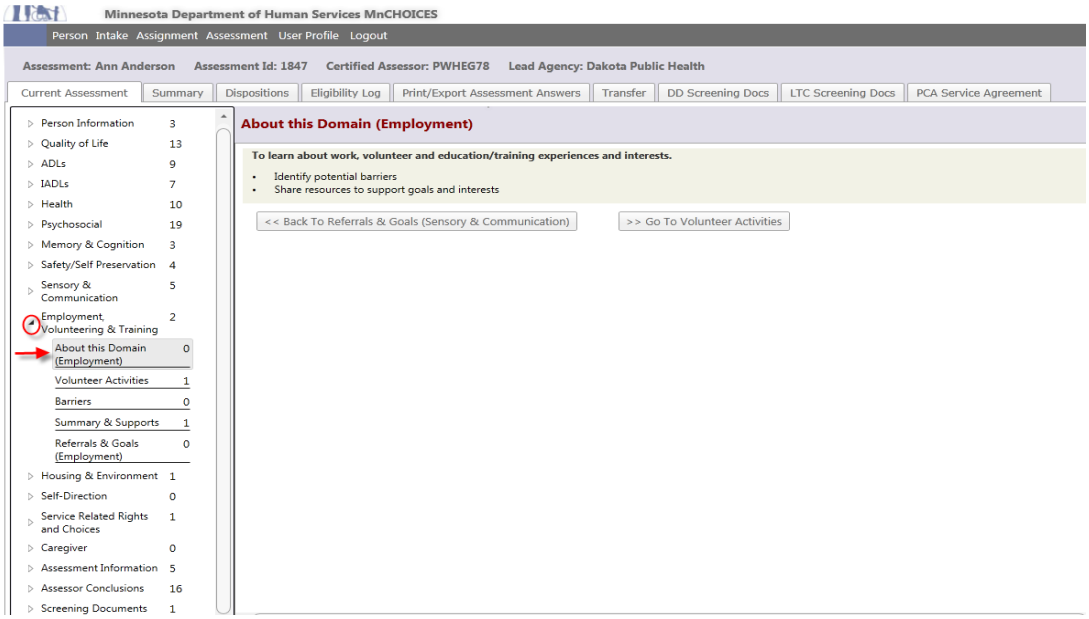
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
About this Domain (Sensory & Communication) 0
Vision 1
Hearing 1
Functional Communication 3
Sensory Integration 0
Supports Needed 0
Referrals & Goals (Sensory & Communication) 0
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Sensory & Communication

26. Expand the Employment, Volunteering & Training domain and select About this Domain (Employment)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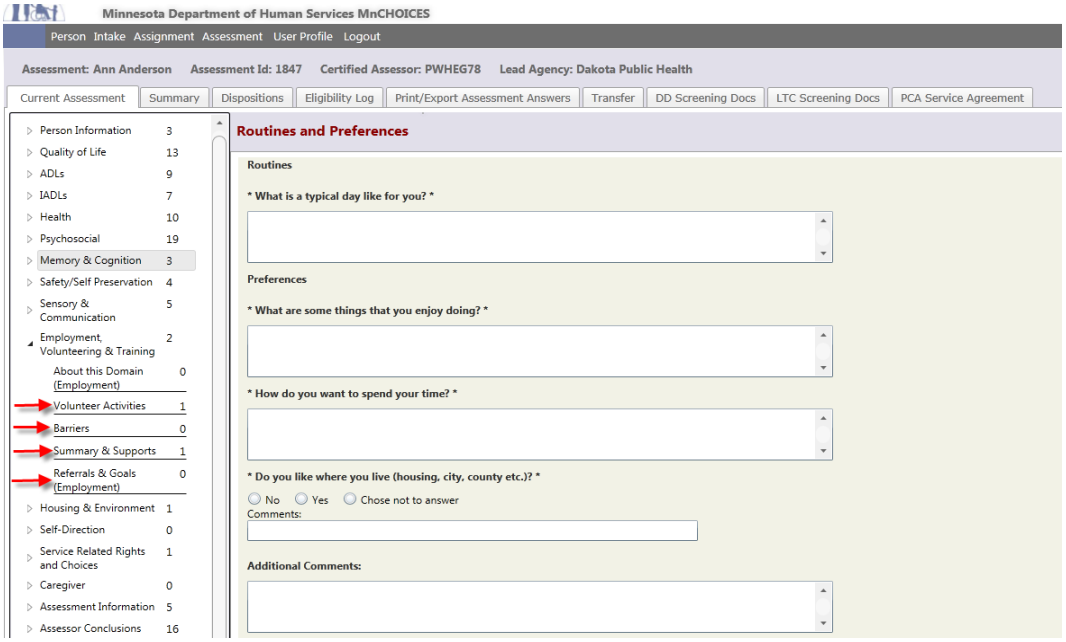
Person Information 3
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
About this Domain (Employment) 0
Volunteer Activities 1
Barriers 0
Summary & Supports 1
Referrals & Goals (Employment) 0
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
About this Domain (Employment)
To learn about work, volunteer and education/training experiences and interests.
Identify potential barriers
Share resources to support goals and interests
<< Back To Referrals & Goals (Sensory & Communication)
>> Go To Volunteer Activities

27. Read About this Domain (Employment, Volunteering & Training)

28. Complete all appropriate Employment, Volunteering & Training domain information for each group: Volunteer Activities; Barriers; Summary & Supports; Referrals & Goals (Employment)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ADLs 9
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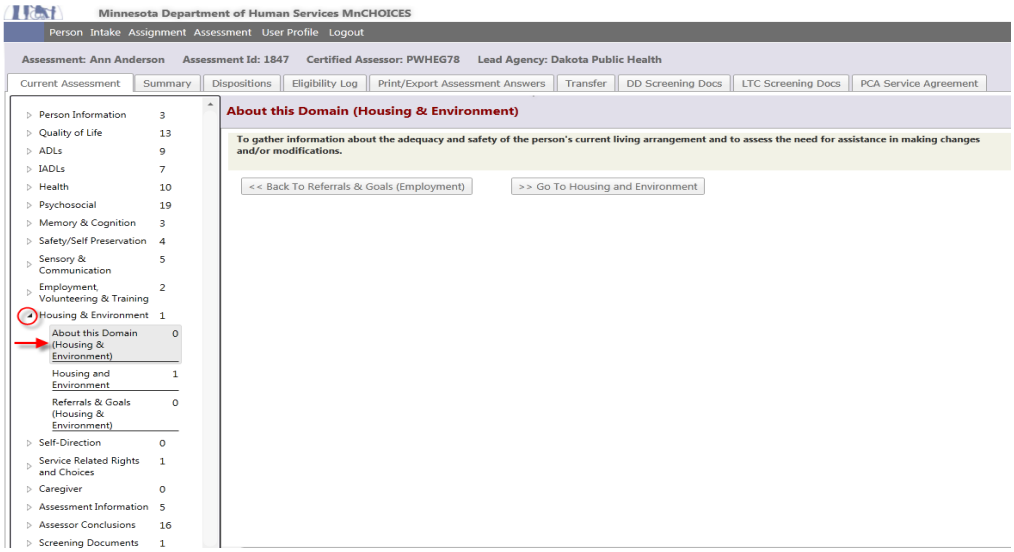
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
About this Domain (Employment) 0
Volunteer Activities 1
Barriers 0
Summary & Supports 1
Referrals & Goals (Employment) 0
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Employment, Volunteering & Training

29. Expand the Housing & Environment domain and select About this Domain (Housing & Environment)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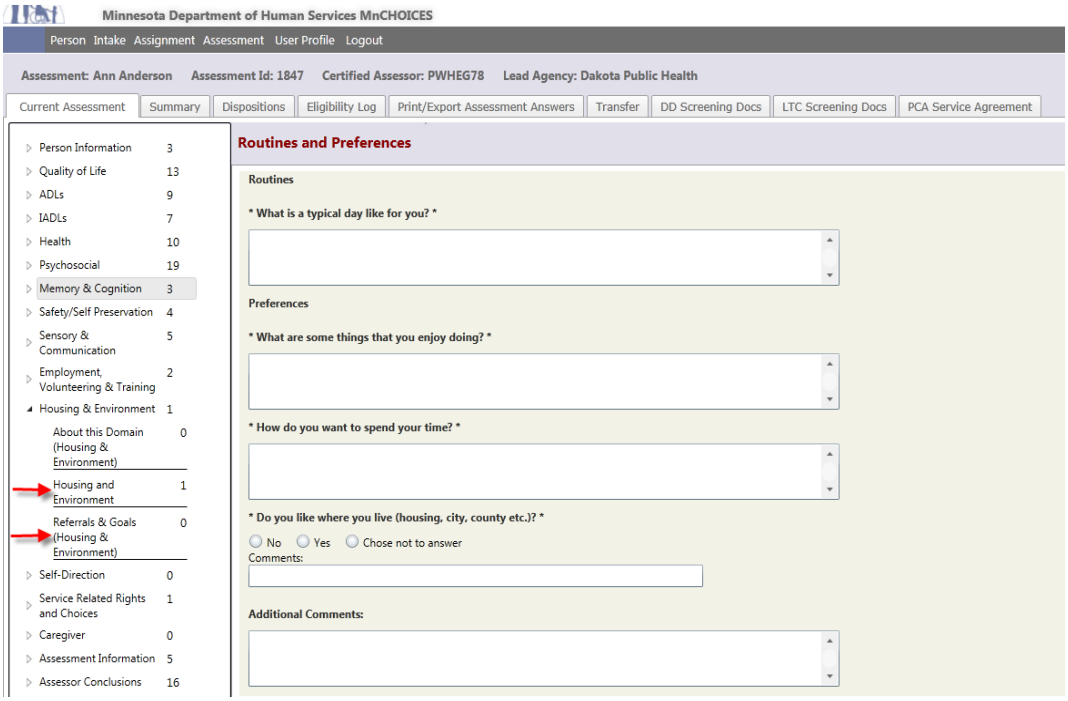
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
About this Domain (Housing & Environment) 0
Housing and Environment 1
Referrals & Goals (Housing & Environment) 0
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
About this Domain (Housing & Environment)
To gather information about the adequacy and safety of the person's current living arrangement and to assess the need for assistance in making changes and/or modifications.
<< Back To Referrals & Goals (Employment)
>> Go To Housing and Environment

30. Read About this Domain (Housing & Environment)

31. Complete all appropriate Housing & Environment domain information for each group: Housing and Environment; Referrals & Goals (Housing & Environment)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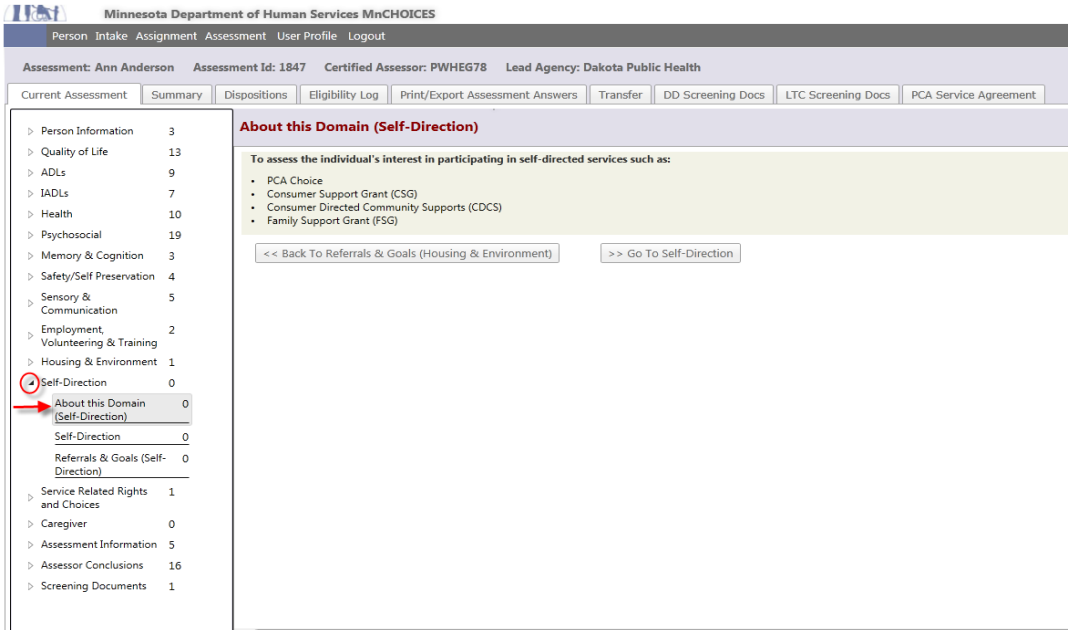
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
About this Domain (Housing & Environment) 0
Housing and Environment 1
Referrals & Goals (Housing & Environment) 0
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Housing & Environment

32. Expand the Self-Direction domain and select About this Domain (Self-Direction)


Minnesota Department of Human Services MnCHOICES
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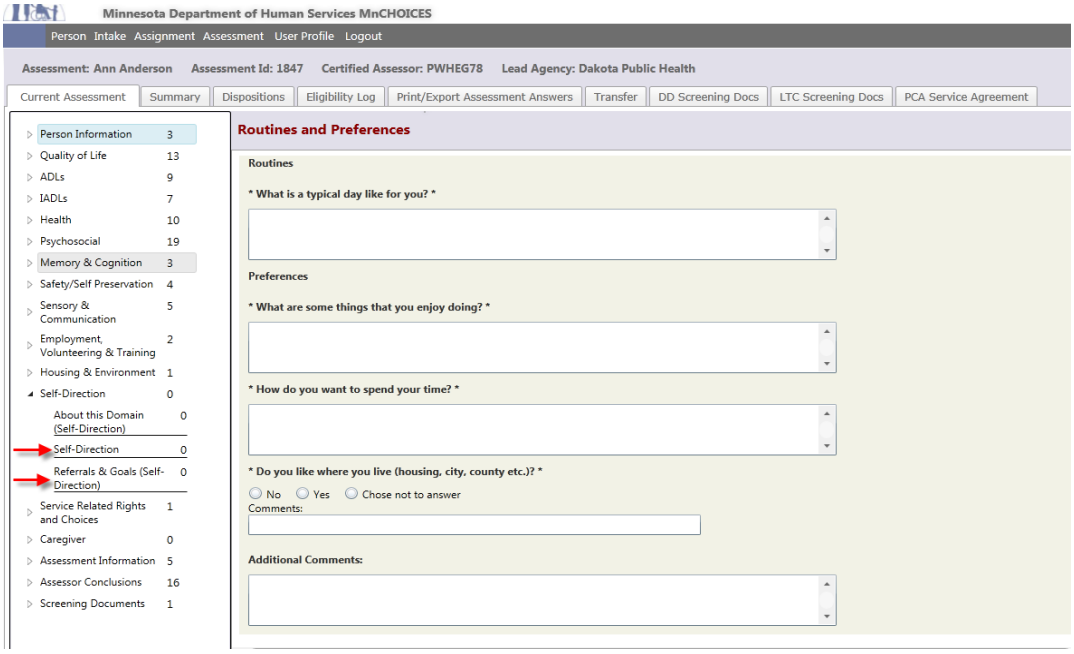
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
About this Domain (Self-Direction) 0
Self-Direction 0
Referrals & Goals (Self-Direction) 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
About this Domain (Self-Direction)
To assess the individual's interest in participating in self-directed services such as:
PCA Choice
Consumer Support Grant (CSG)
Consumer Directed Community Supports (CDCS)
Family Support Grant (FSG)
<< Back To Referrals & Goals (Housing & Environment)
>> Go To Self-Direction

33. Read About this Domain (Self-Direction)

34. Complete all appropriate Self-Direction domain information for each group: Self-Direction; Referrals & Goals (Self-Direction)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IADLs 7
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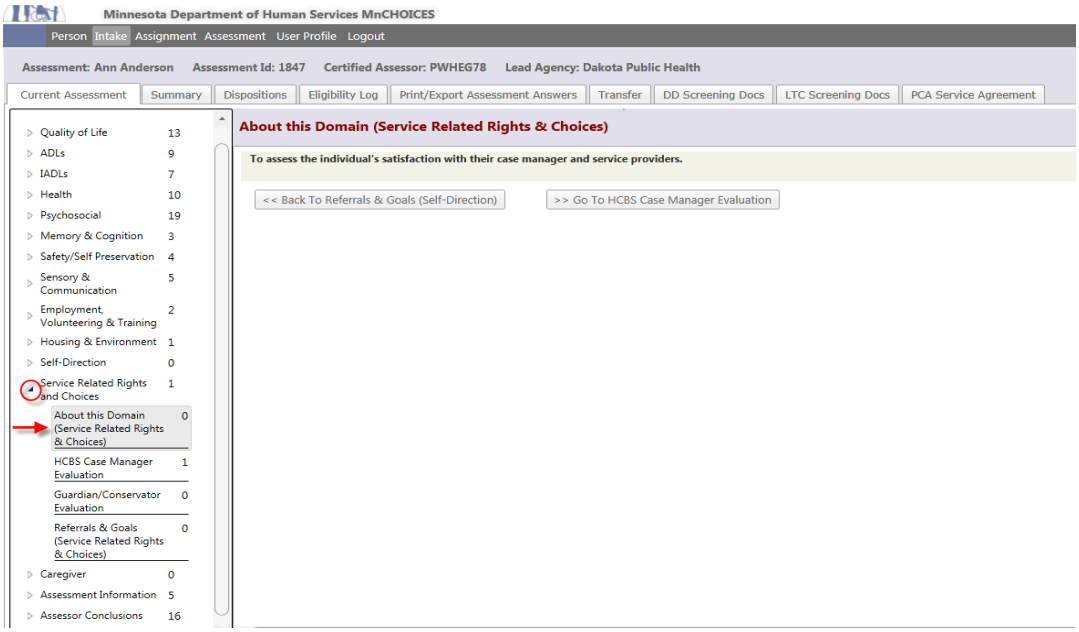
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
About this Domain (Self-Direction) 0
Self-Direction 0
Referrals & Goals (Self-Direction) 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Self-Direction

35. Expand the Service Related Rights and Choices domain and select About this Domain (Service Related Rights & Choices)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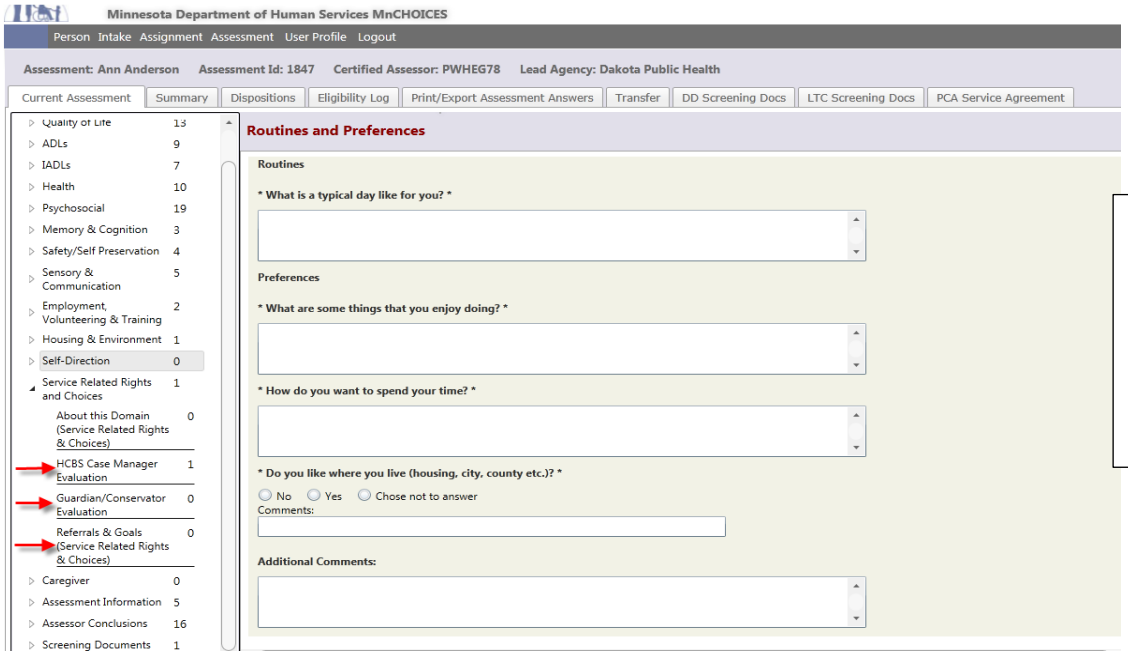
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
About this Domain (Service Related Rights & Choices) 0
HCBS Case Manager Evaluation 1
Guardian/Conservator Evaluation 0
Referrals & Goals (Service Related Rights & Choices) 0
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
About this Domain (Service Related Rights & Choices)
To assess the individual's satisfaction with their case manager and service providers.
<< Back To Referrals & Goals (Self-Direction)
>> Go To HCBS Case Manager Evaluation

36. Read About this Domain (Service Related Rights and Choices)

37. Complete all appropriate Service Related Rights and Choices domain information for each group: HCBS Case Manager Evaluation; Guardian/Conservator Evaluation; Referrals & Goals (Service Related Rights & Choices)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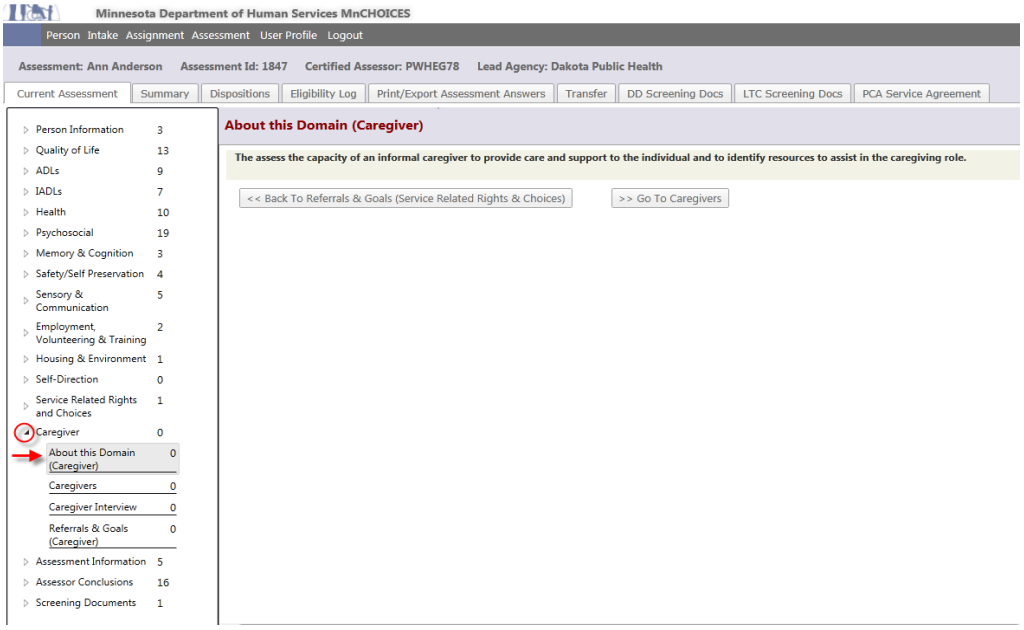
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
About this Domain (Service Related Rights & Choices) 0
HCBS Case Manager Evaluation 1
Guardian/Conservator Evaluation 0
Referrals & Goals (Service Related Rights & Choices) 0
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Service Related Rights and Choices

38. Expand the Caregiver domain and select About this Domain (Caregiver)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Person Information 3
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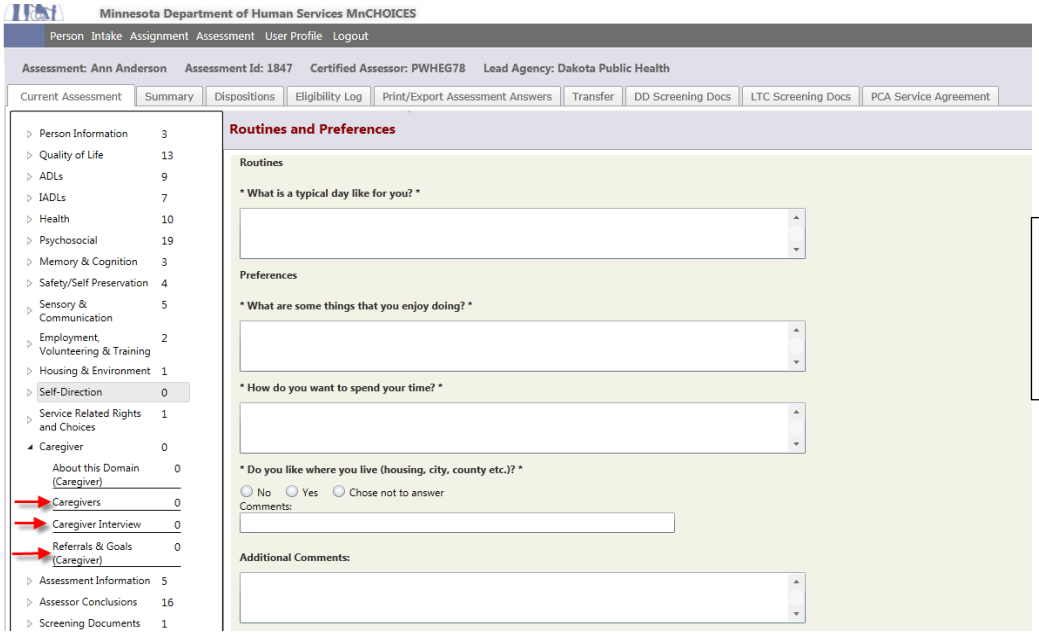
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
About this Domain (Caregiver) 0
Caregivers 0
Caregiver Interview 0
Referrals & Goals (Caregiver) 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
About this Domain (Caregiver)
The assess the capacity of an informal caregiver to provide care and support to the individual and to identify resources to assist in the caregiving role.
<< Back To Referrals & Goals (Service Related Rights & Choices)
>> Go To Caregivers

39. Read About this Domain (Caregiver)

40. Complete all appropriate Caregiver domain information for each group: Caregivers; Caregiver Interview; Referrals & Goals (Caregiver)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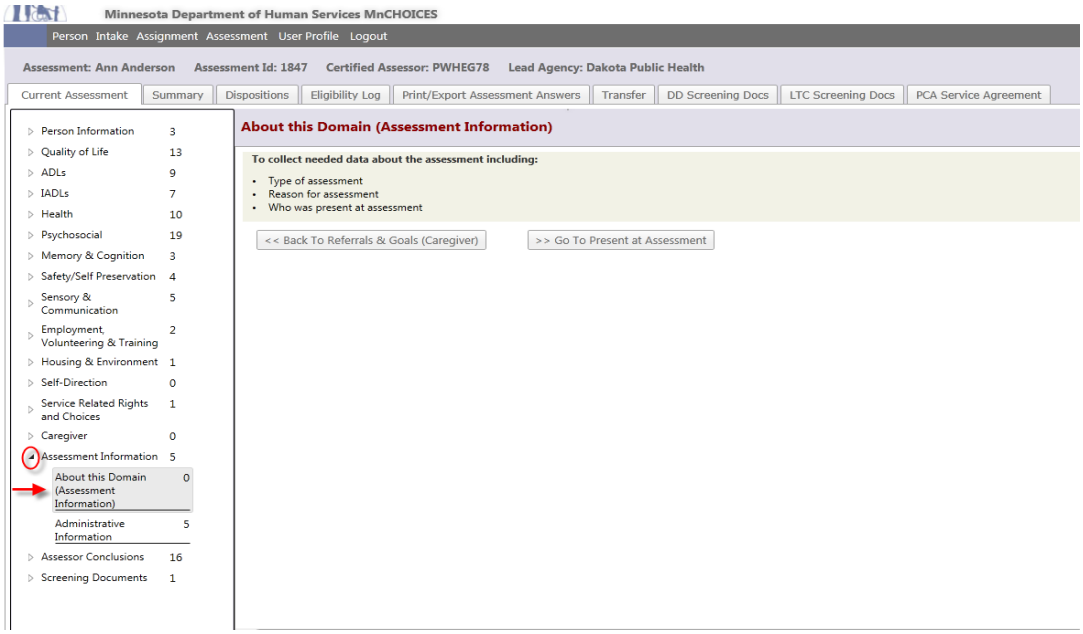
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
About this Domain (Caregiver) 0
Caregivers 0
Caregiver Interview 0
Referrals & Goals (Caregiver) 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Caregiver

41. Expand the Assessment Information domain and select About this Domain (Assessment Information)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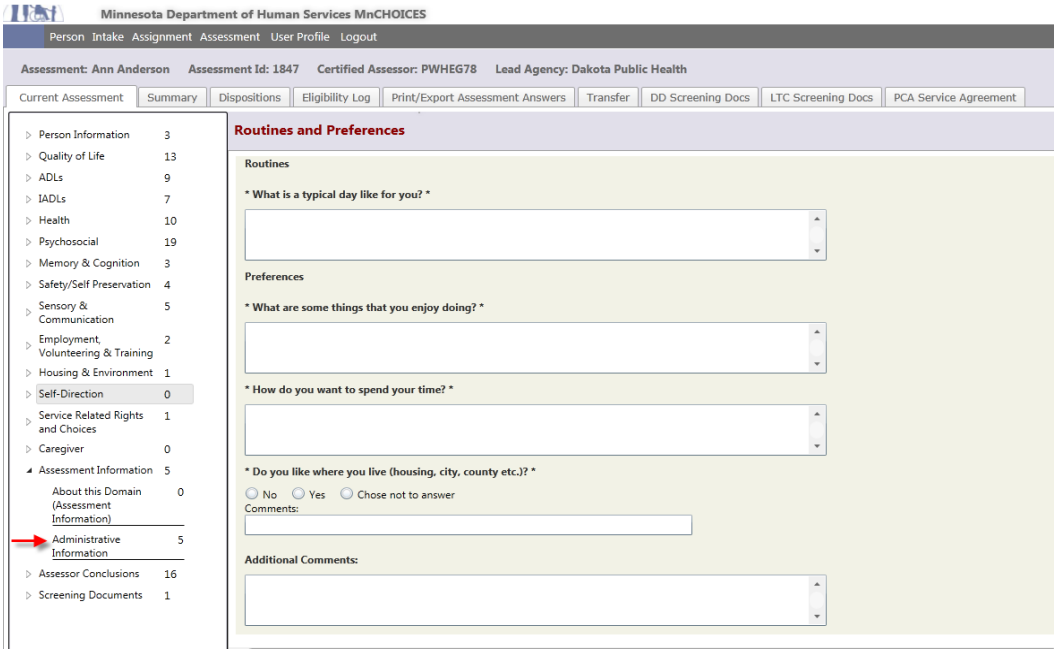
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
About this Domain (Assessment Information) 0
Administrative Information 5
Assessor Conclusions 16
Screening Documents 1
About this Domain (Assessment Information)
To collect needed data about the assessment including:
Type of assessment
Reason for assessment
Who was present at assessment
<< Back To Referrals & Goals (Caregiver)
>> Go To Present at Assessment

42. Read About this Domain (Assessment Information)

43. Complete all appropriate Assessment Information domain information for each group: Administrative Information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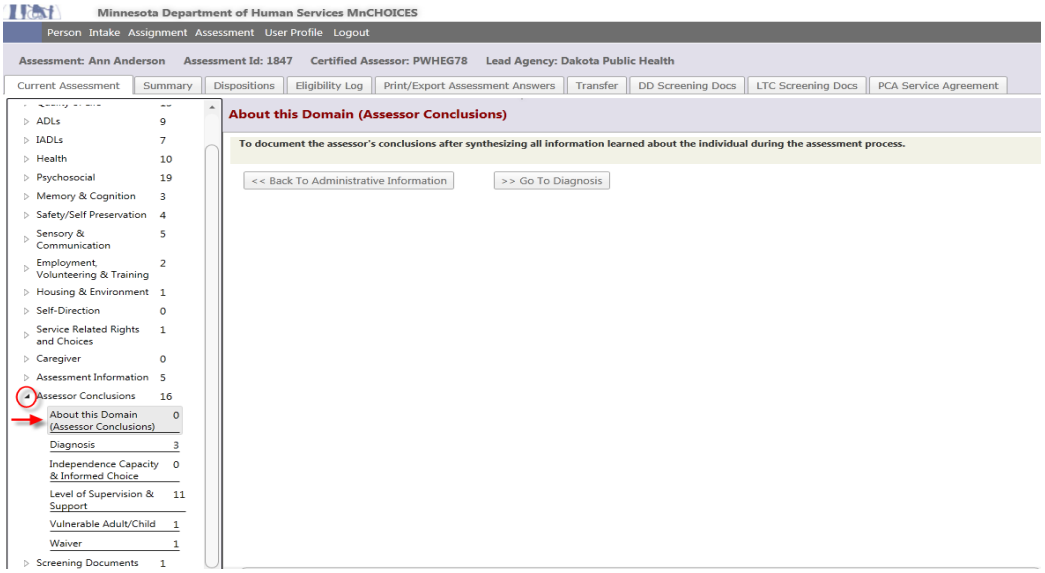
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
About this Domain (Assessment Information) 0
Administrative Information 5
Assessor Conclusions 16
Screening Documents 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Assessment Information

44. Expand the Assessor Conclusions domain and select About this Domain (Assessor Conclusions)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IADLs 7
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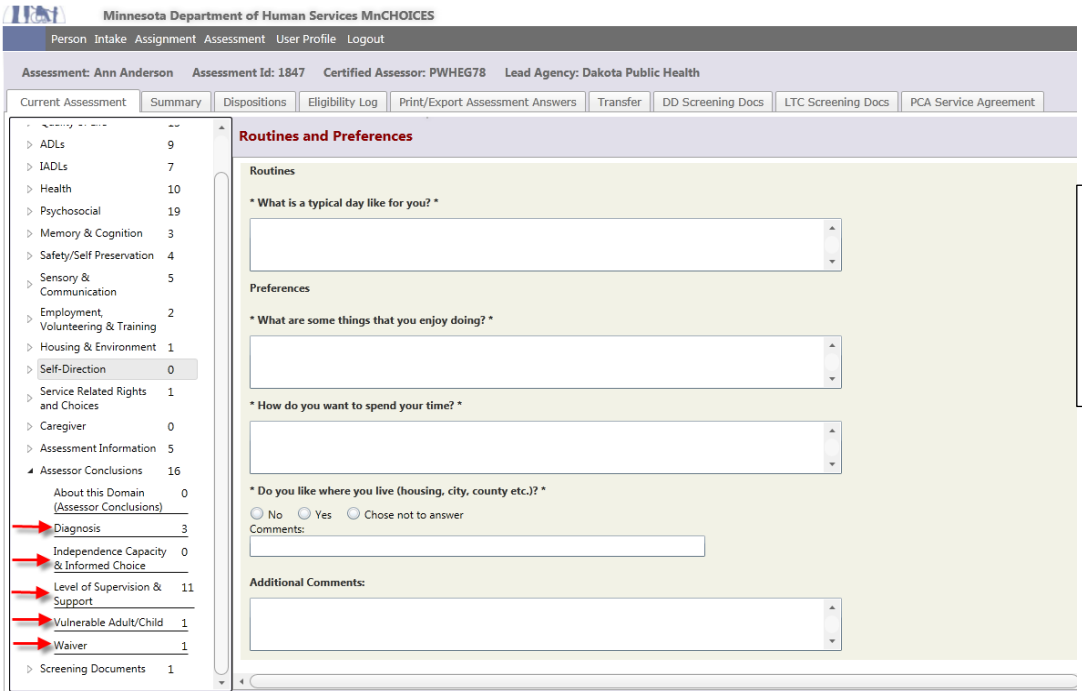
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
About this Domain (Assessor Conclusions) 0
Diagnosis 3
Independence Capacity & Informed Choice 0
Level of Supervision & Support 11
Vulnerable Adult/Child 1
Waiver 1
Screening Documents 1
About this Domain (Assessor Conclusions)
To document the assessor's conclusions after synthesizing all information learned about the individual during the assessment process.
<< Back To Administrative Information
>> Go To Diagnosis

45. Read About this Domain (Assessor Conclusions)

46. Complete all appropriate Assessor Conclusions domain information for each group: Diagnosis; Independence Capacity & Informed Choice; Level of Supervision & Support; Vulnerable Adult/Child; Waiver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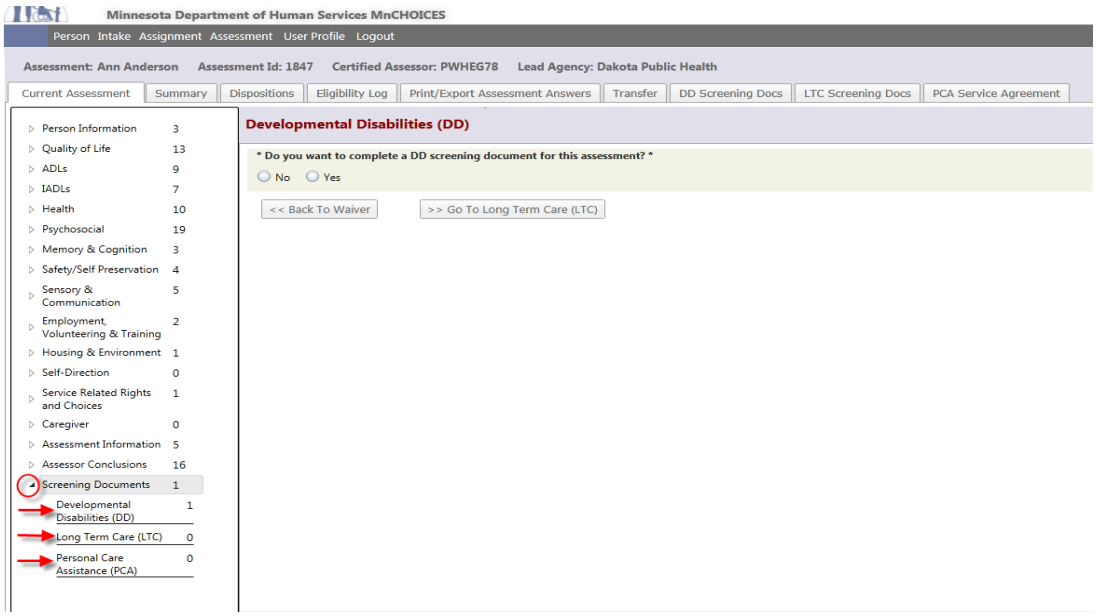
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
About this Domain (Assessor Conclusions) 0
Diagnosis 3
Independence Capacity & Informed Choice 0
Level of Supervision & Support 11
Vulnerable Adult/Child 1
Waiver 1
Screening Documents 1
Routines and Preferences
Routines
* What is a typical day like for you? *
Preferences
* What are some things that you enjoy doing? *
* How do you want to spend your time? *
* Do you like where you live (housing, city, county etc.)? *
No Yes Chose not to answer
Comments:
Additional Comments:

NOTE: this screen shot is not correct for questions in Assessor Conclusions

47. Expand the Screening Documents domain and complete all appropriate Screening Documents information for each group: Developmental Disabilities (DD); Long Term Care (LTC); Personal Care Assistance (PCA)


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: PWHEG78 Lead Agency: Dakota Public Health
Current Assessment Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Person Information 3
Quality of Life 13
ADLs 9
IADLs 7
Health 10
Psychosocial 19
Memory & Cognition 3
Safety/Self Preservation 4
Sensory & Communication 5
Employment, Volunteering & Training 2
Housing & Environment 1
Self-Direction 0
Service Related Rights and Choices 1
Caregiver 0
Assessment Information 5
Assessor Conclusions 16
Screening Documents 1
Developmental Disabilities (DD) 1
Long Term Care (LTC) 0
Personal Care Assistance (PCA) 0
Developmental Disabilities (DD)
* Do you want to complete a DD screening document for this assessment? *
No Yes
<< Back To Waiver
>> Go To Long Term Care (LTC)

48. On the Eligibility Summary tab, select Determine Eligibility button

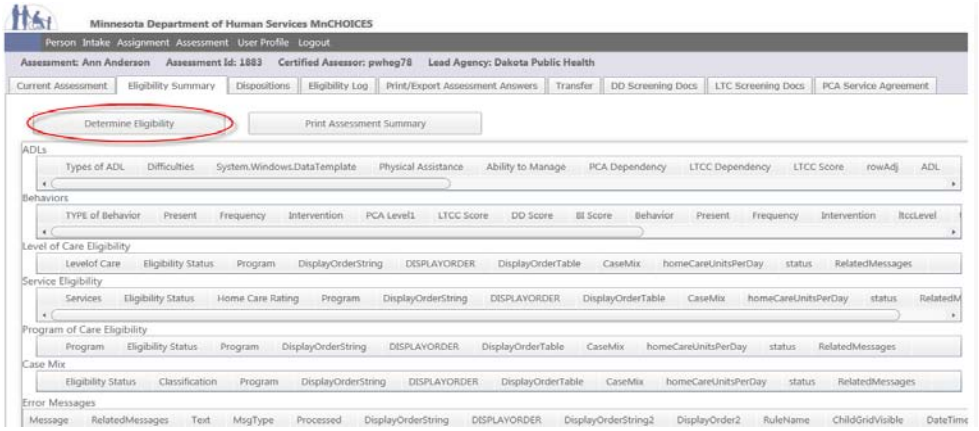
The Eligibility Summary evaluates program and service eligibility and displays the results.

ALL required Assessment questions **MUST** be answered before eligibility can be determined.

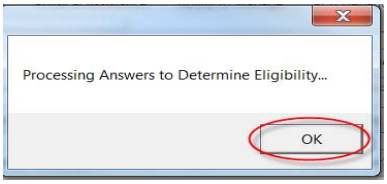
Eligibility **MUST** be re-determined each time an Assessment question answer is changed.

The user **MUST** ensure that the last run of eligibility rules prior to closing the MnCHOICES Assessment is correct and did **NOT** return an error. Once the Assessment is Closed, eligibility rules can**NOT** be rerun.

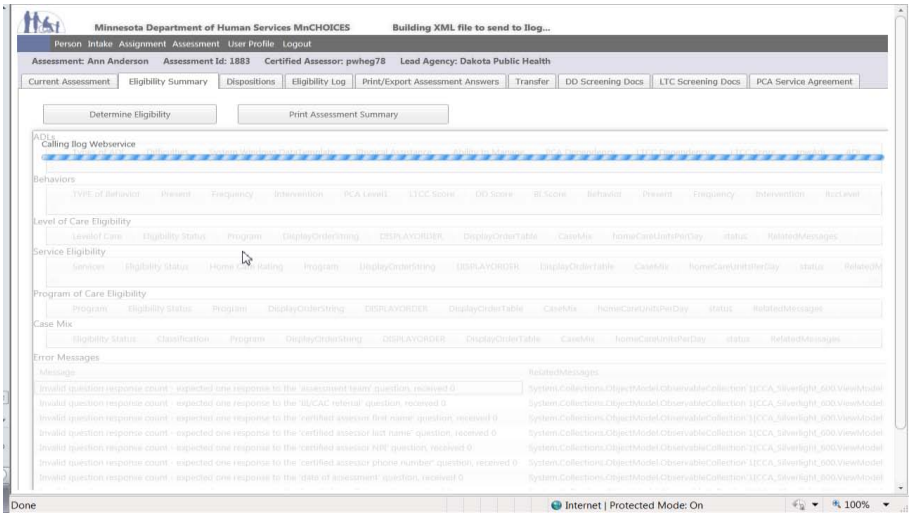
When displaying a Closed Assessment, with a disposition of Complete, the Assessment Summary populates from the last run of the eligibility rules.



49. Select OK button



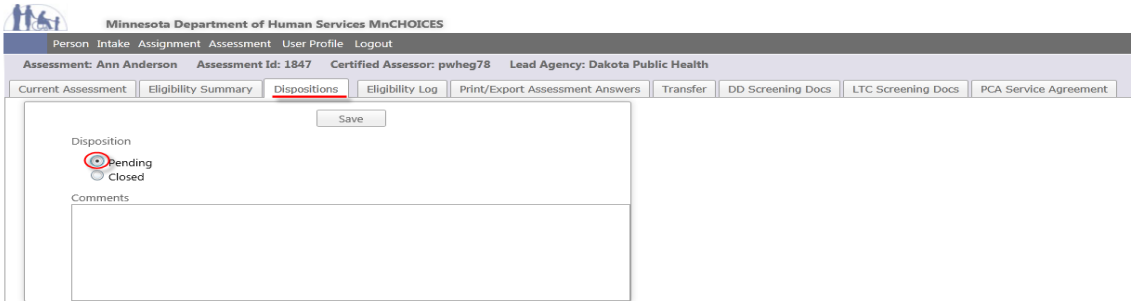
The blue ribbon shows the eligibility is processing


Minnesota Department of Human Services MnCHOICES
Building XML file to send to Ilog...
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1883 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Eligibility Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Determine Eligibility
Print Assessment Summary
Calling Ilog Webservice
Done
Internet | Protected Mode: On
100%

MnCHOICES ASSESSMENT DISPOSITIONS

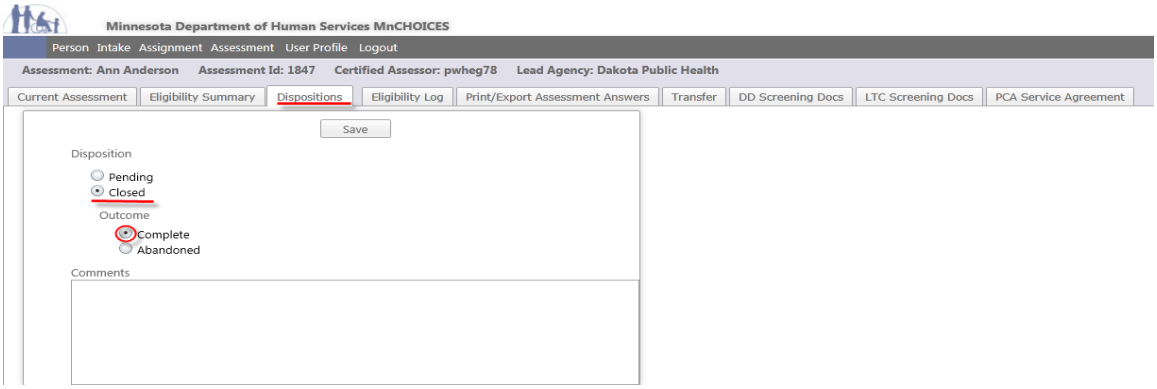
A MnCHOICES Assessment can**NOT** have any disposition until the Status is Closed.

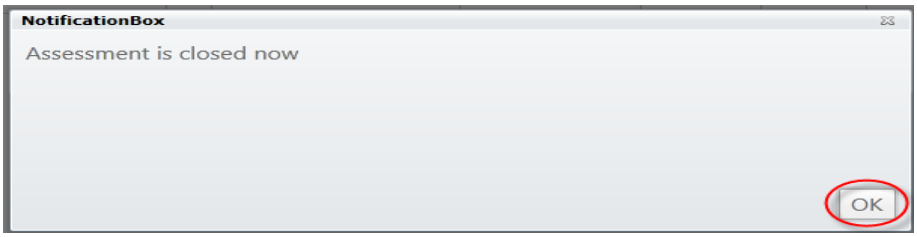
- Pending: occurs when a certified Assessor has completed the Assessment and is waiting for additional information to complete the MnCHOICES Assessment.


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Eligibility Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Save
Disposition
Pending
Closed
Comments

- Closed Complete: occurs when all necessary questions have been answered, eligibility has been determined, and the person will be given a Community Support Plan (CSP).

ONLY MnCHOICES Assessments that have **ALL** required questions answered and eligibility rules current may be Closed with a disposition of Complete.

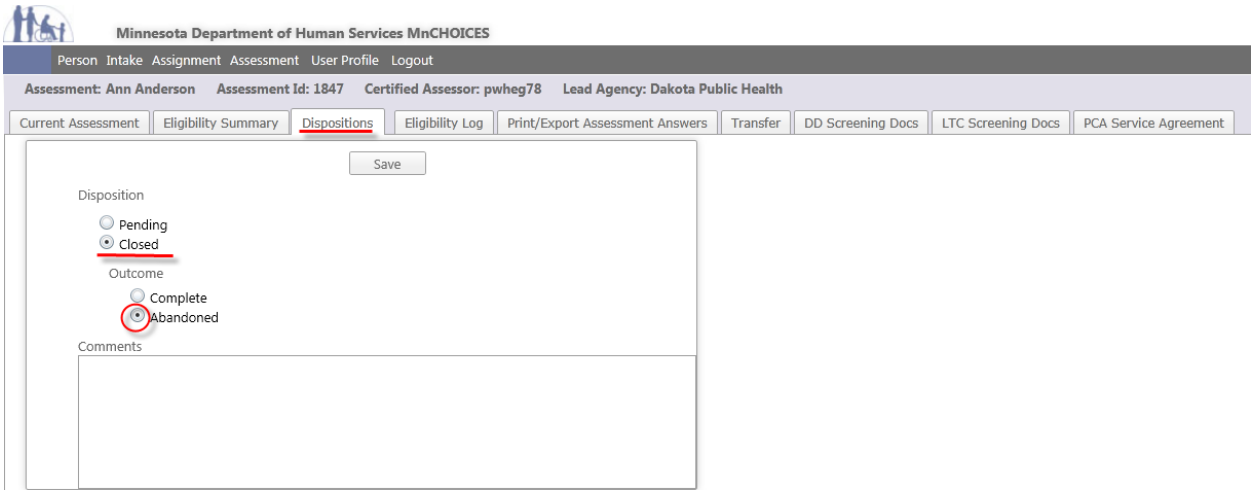

Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Eligibility Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Save
Disposition
Pending
Closed
Outcome
Complete
Abandoned
Comments



- Closed Abandoned: occurs when an Assessment is started but **NOT** sufficiently completed, due to unforeseen circumstances, to run eligibility rules

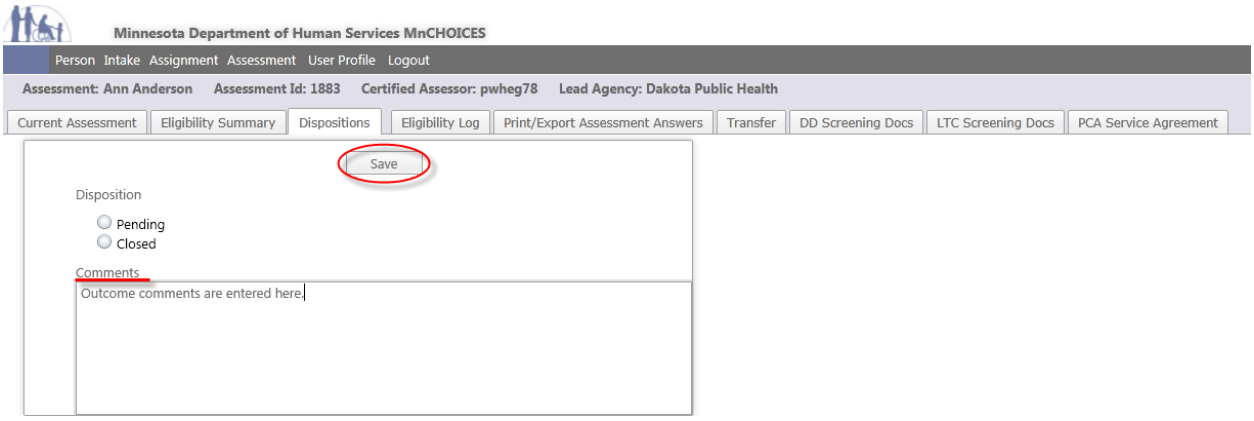
e.g. person decides not to pursue eligibility determination, person dies, etc.

If a MnCHOICES Assessment has a status of Open or Pending, it may be Closed with an outcome of Abandoned at any time.


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1847 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Eligibility Summary Dispositions Eligibility Log Print/Export Assessment Answers Transfer DD Screening Docs LTC Screening Docs PCA Service Agreement
Save
Disposition
Pending
Closed
Outcome
Complete
Abandoned
Comments

OUTCOME COMMENTS

Outcome comments may be entered when the disposition is set to Pending or Closed. The comments may be updated at any time.



MnCHOICES ASSESSMENT STATUSES

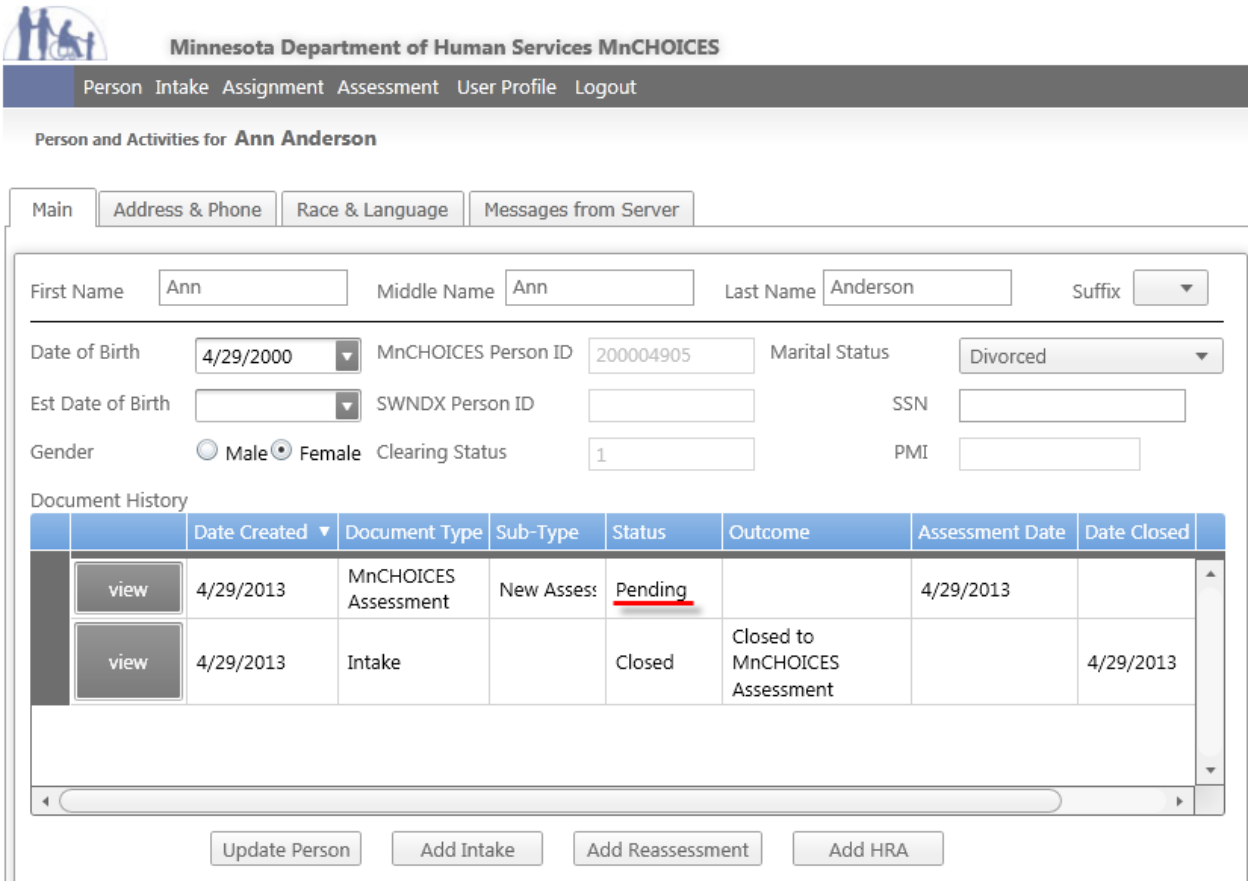
There are three statuses for a MnCHOICES Assessment. The status indicates where in the lifecycle each MnCHOICES Assessment is located.

- Open: occurs when a MnCHOICES Assessment is created
- Pending: occurs when a certified Assessor has completed the Assessment and is waiting for additional information to complete the MnCHOICES Assessment

ONLY MnCHOICES Assessments with a status of Open can have their statuses set to Pending. A status may **NOT** be changed from Closed to Pending.

- Closed: occurs when a MnCHOICES Assessment is finished.

ONLY MnCHOICES Assessments with a status of Pending can have their statuses set to Closed.



SCREENING DOCUMENTS

The system populates screening document information for Long Term Care, Developmental Disabilities, and Personal Care Assistance to help faciliate data entry into MMIS.

Screening document information for each type (LTC, DD and PCA) may be printed or viewed.

SAVING ASSESSMENT DATA ENTERED

Whenever you enter or update information in the Assessment, you want to be sure that it is saved.

Do:

- Click on a different domain before closing;
- Click on a different question group before closing; or
- Click on another tab on your dashboard such as Eligibility Summary, DD Screening Docs or Logout

Don't just:

- Click on the "X" in the upper right hand corner of the screen
- Close the browser

REASSESSMENT

REASSESSMENT OBJECTIVE

A Reassessment is used to re-determine eligibility if a person is currently receiving publicly funded long term services and supports.

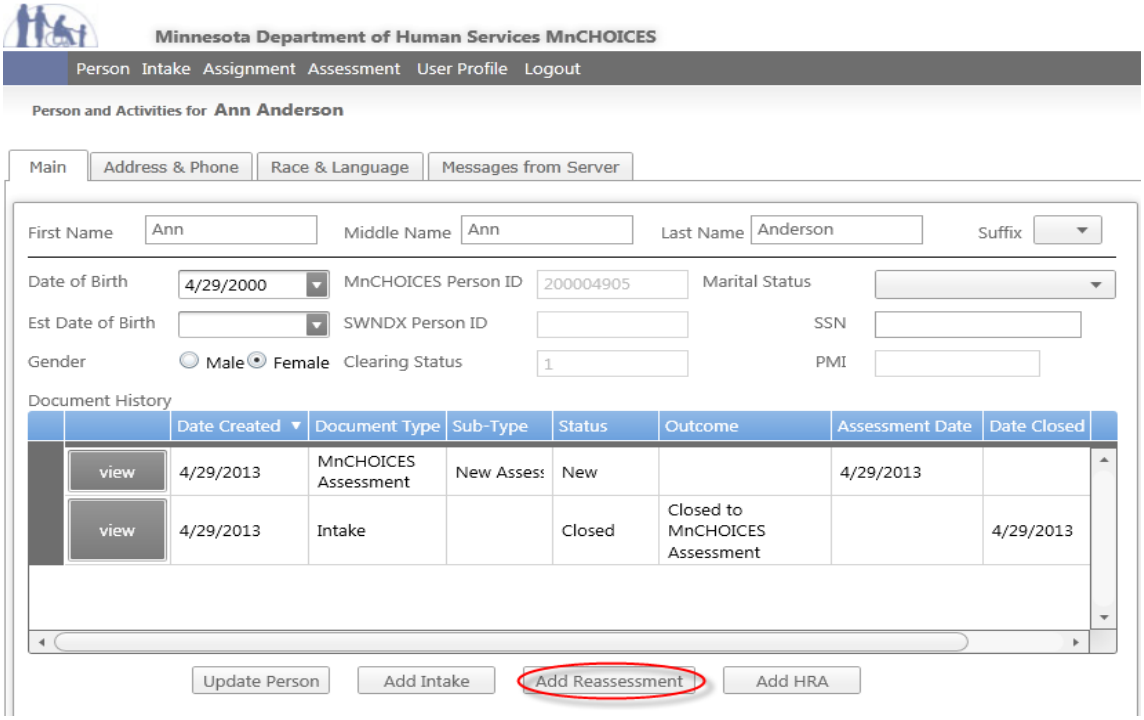
If a person has one or more previously completed MnCHOICES Assessments, the most recent answers to **ALL** those questions pre-populate the reassessment.

Answers to the person demographics questions in the Reassessment are pre-populated from the Person and Activities For screen, overwriting previously copied answers.

Users with Create Assessment or Create Assessment Help Desk security access may create reassessments.

REASSESSMENT NAVIGATION

1. On the Person and Activities for panel, on the Main tab, select the Add Reassessment button



HEALTH RISK ASSESSMENT (HRA)

HEALTH RISK ASSESSMENT (HRA) OBJECTIVE

The MnCHOICES HRA is a subset of questions from the MnCHOICES Assessment. It is intended for persons age 65 and older that are enrolled in Managed Care.

Users with Create HRA security access are allowed to create and view an HRA. Users with Edit HRA security access are allowed to edit an HRA.

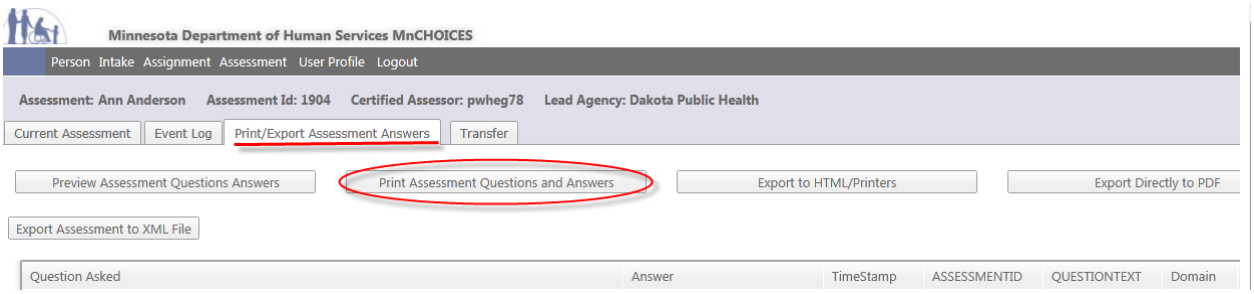
If a person has one or more previously completed MnCHOICES HRA's, the most recent answers to **ALL** those questions pre-populate the MnCHOICES HRA.

Answers to the person demographics questions in the MnCHOICES HRA are pre-populated from the Person and Activities For screen, overwriting previously copied answers.

When creating a new HRA, the system generates a unique Assessment ID for the HRA.

An HRA is created from the Person and Activities For screen **NOT** from an Intake.

You may print the HRA.



HEALTH RISK ASSESSMENT (HRA) DISPOSITIONS

Valid HRA Dispositions are:

- Complete: a document type disposition that indicates that the document was finished successfully
- Complete via Phone: a document type disposition that indicates that the document was finished successfully through a telephone conversation
- Complete via Mail: a document type disposition that indicates that the document was finished successfully through mail
- Complete via Face to Face: a document type disposition that indicates that the document was finished successfully through an in-person interview
- Complete - MnCHOICES Assessment Required: the system creates a Health Risk Assessment Full

If an HRA is Closed with a disposition of Complete – MnCHOICES Assessment Required, the system populates **ALL** answers from the MnCHOICES HRA to the MnCHOICES HRAF

- Abandoned: a disposition of a document type with a status of closed; an unfinished Health Risk Assessment

HEALTH RISK ASSESSMENT (HRA) STATUSES

Valid HRA Statuses are:

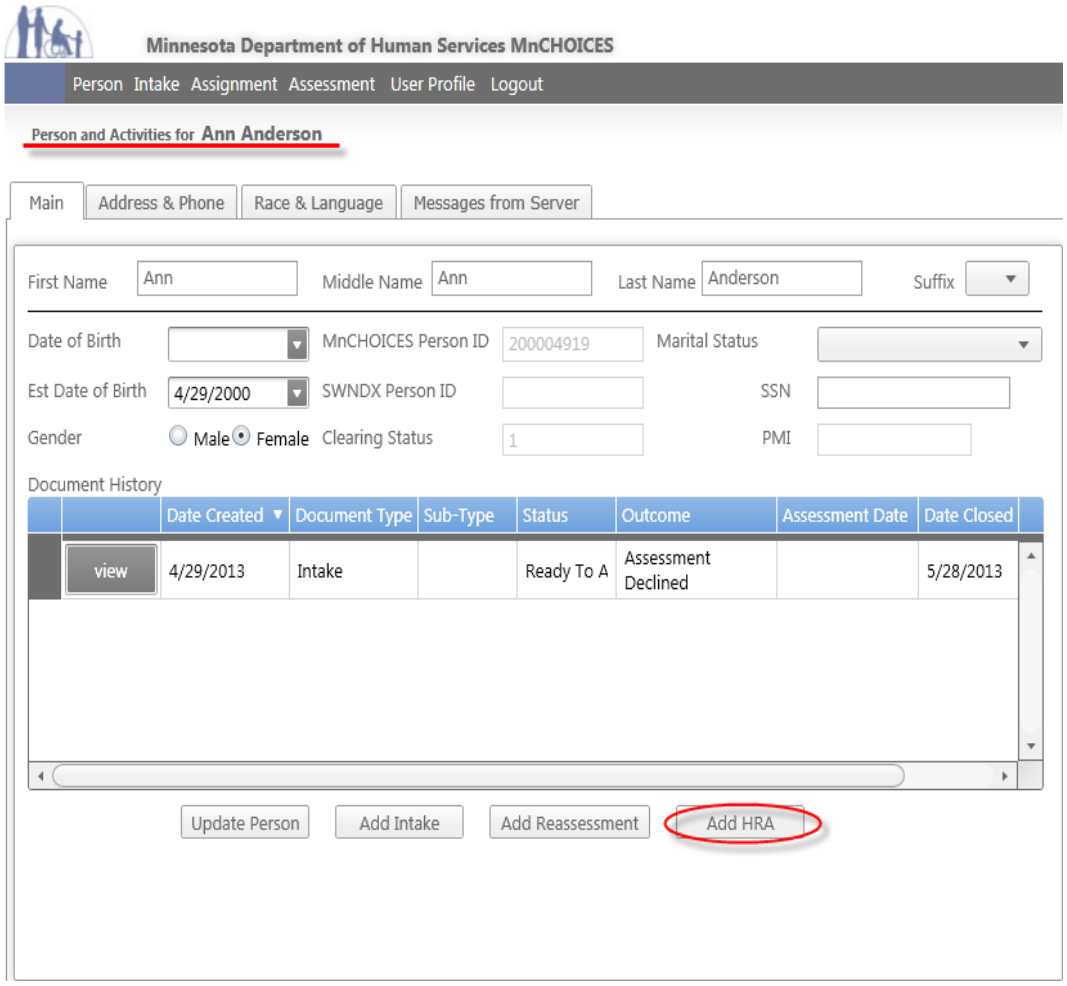
- Open: occurs when the Add HRA button is selected and an HRA is created
- Pending: occurs when a certified Assessor has completed the Health Risk Assessment (HRA) and is waiting for additional information to complete the Health Risk Assessment (HRA)
- Closed: occurs when a Health Risk Assessment (HRA) is finished

An HRA may be edited **ONLY** by users with Edit HRA security access and with a status of Open. If the status of any existing HRA is set to Closed, **ONLY** then does the system allow the creation of an HRA.

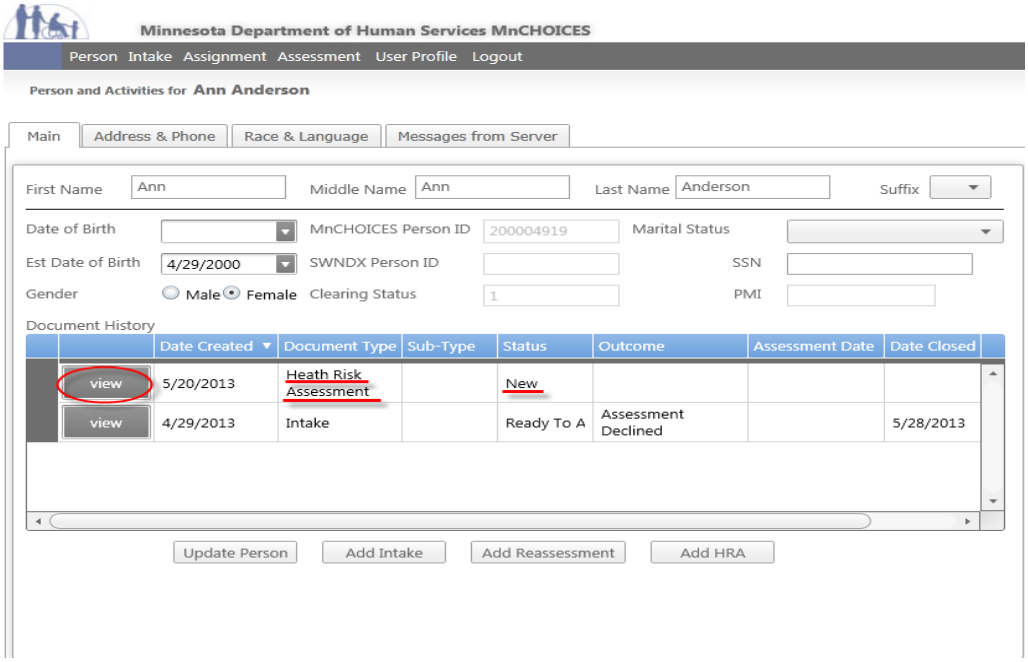
ADD AN HRA NAVIGATION

1. Select Add HRA button

The system requires that a person be 18 years or older to add a MnCHOICES HRA. The person's age is calculated from the Date of Birth or Estimated Date of Birth and the date of adding the HRA.

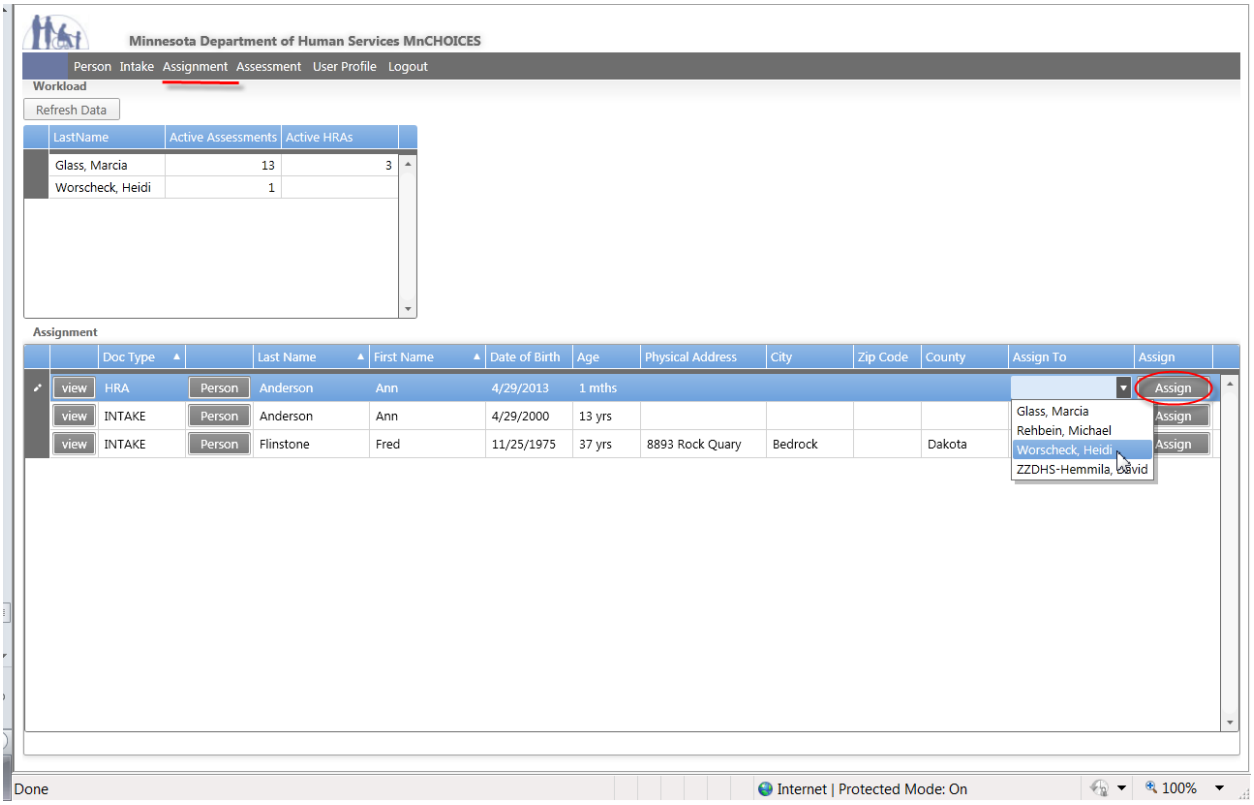


2. Select View button

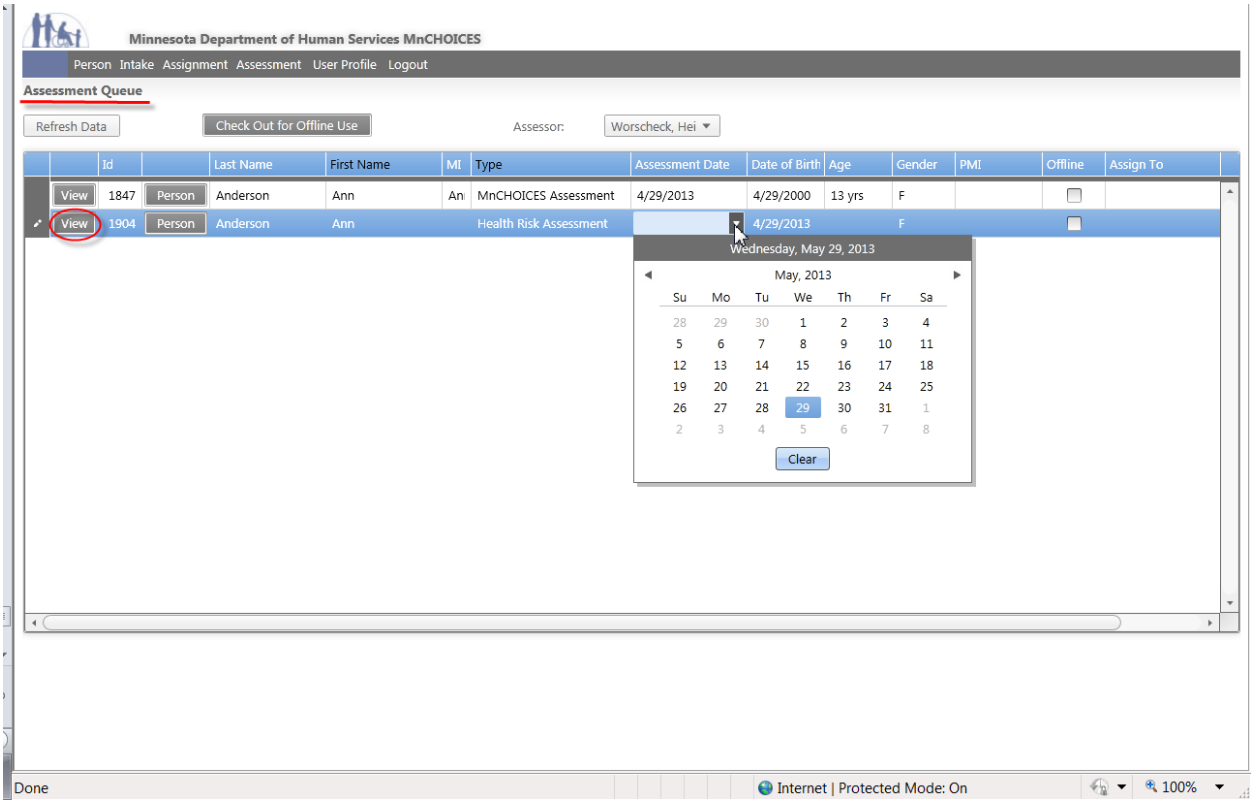


3. Select OK button

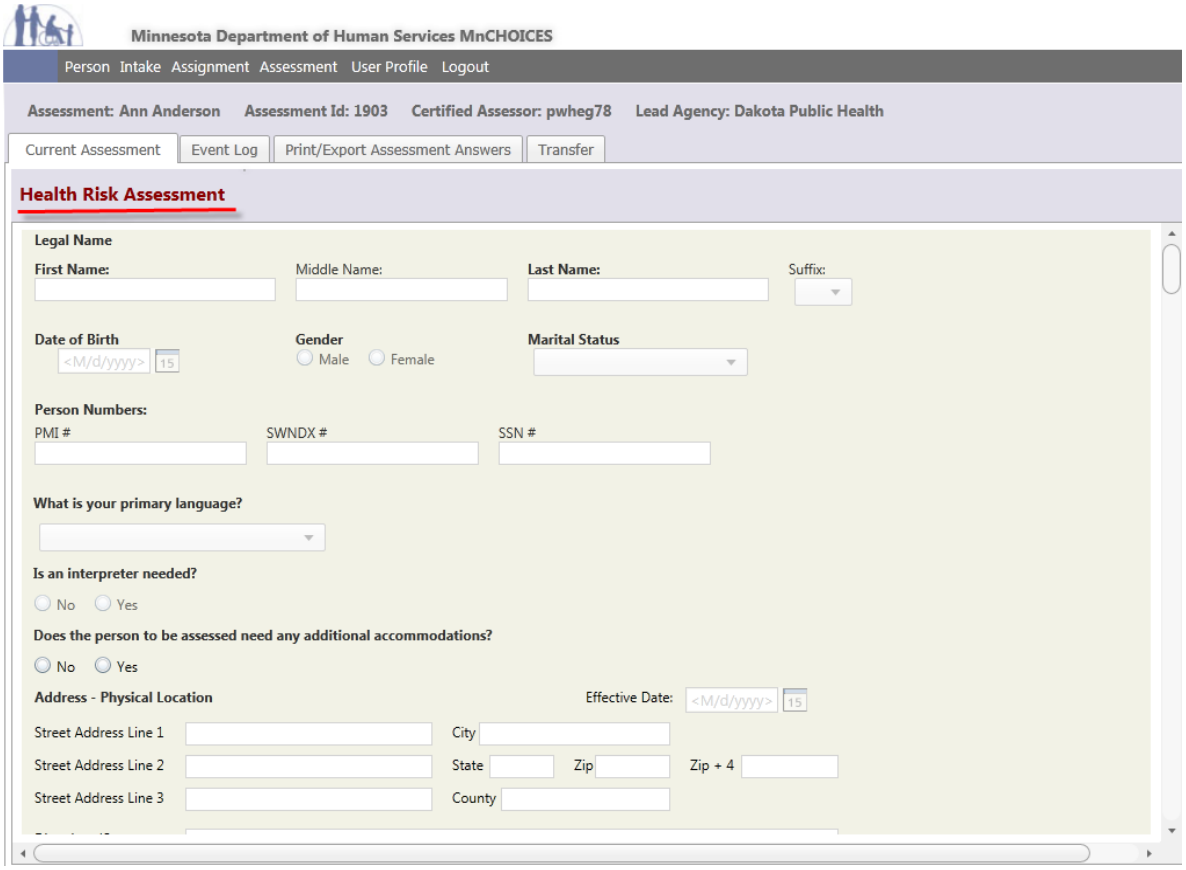
4. Go to the Assignment Queue
5. Select an Assign To person
6. Select the Assign button



7. Go to the Assessment Queue
8. Select an Assessment Date
9. Select View button



10. Health Risk Assessment displays


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1903 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Event Log Print/Export Assessment Answers Transfer
Health Risk Assessment
Legal Name
First Name: Middle Name: Last Name: Suffix:
Date of Birth Gender Male Female Marital Status
Person Numbers:
PMI # SWNDX # SSN #
What is your primary language?
Is an interpreter needed?
No Yes
Does the person to be assessed need any additional accommodations?
No Yes
Address - Physical Location Effective Date:
Street Address Line 1 City
Street Address Line 2 State Zip Zip + 4
Street Address Line 3 County

SAVING HRA DATA ENTERED

Whenever you enter or update information in the HRA, you want to be sure that it is saved.

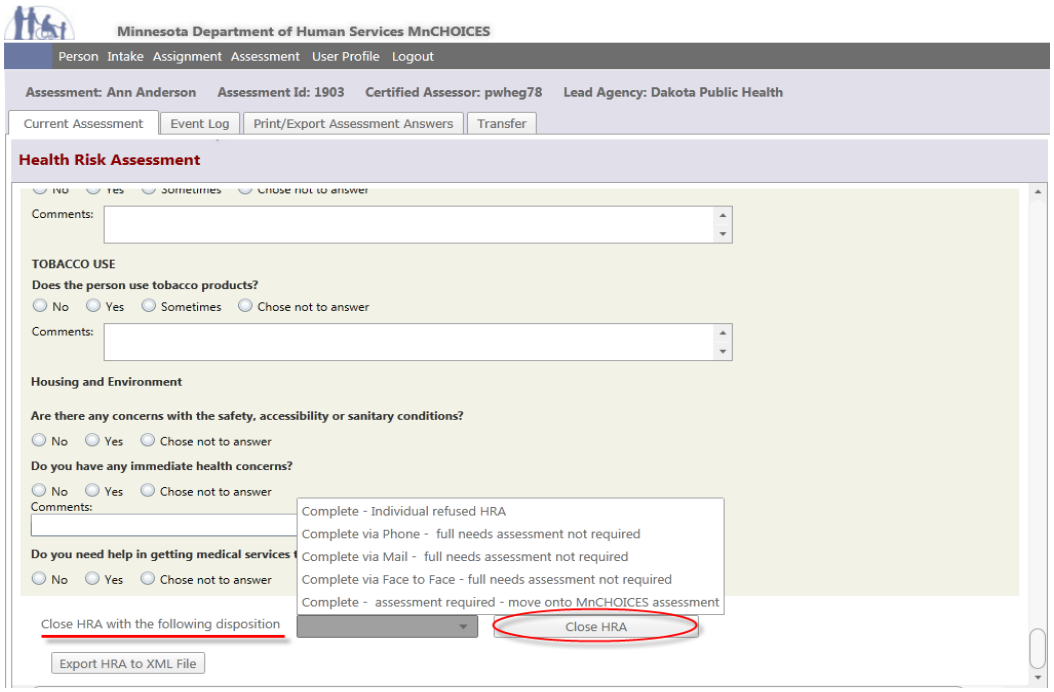
Do:

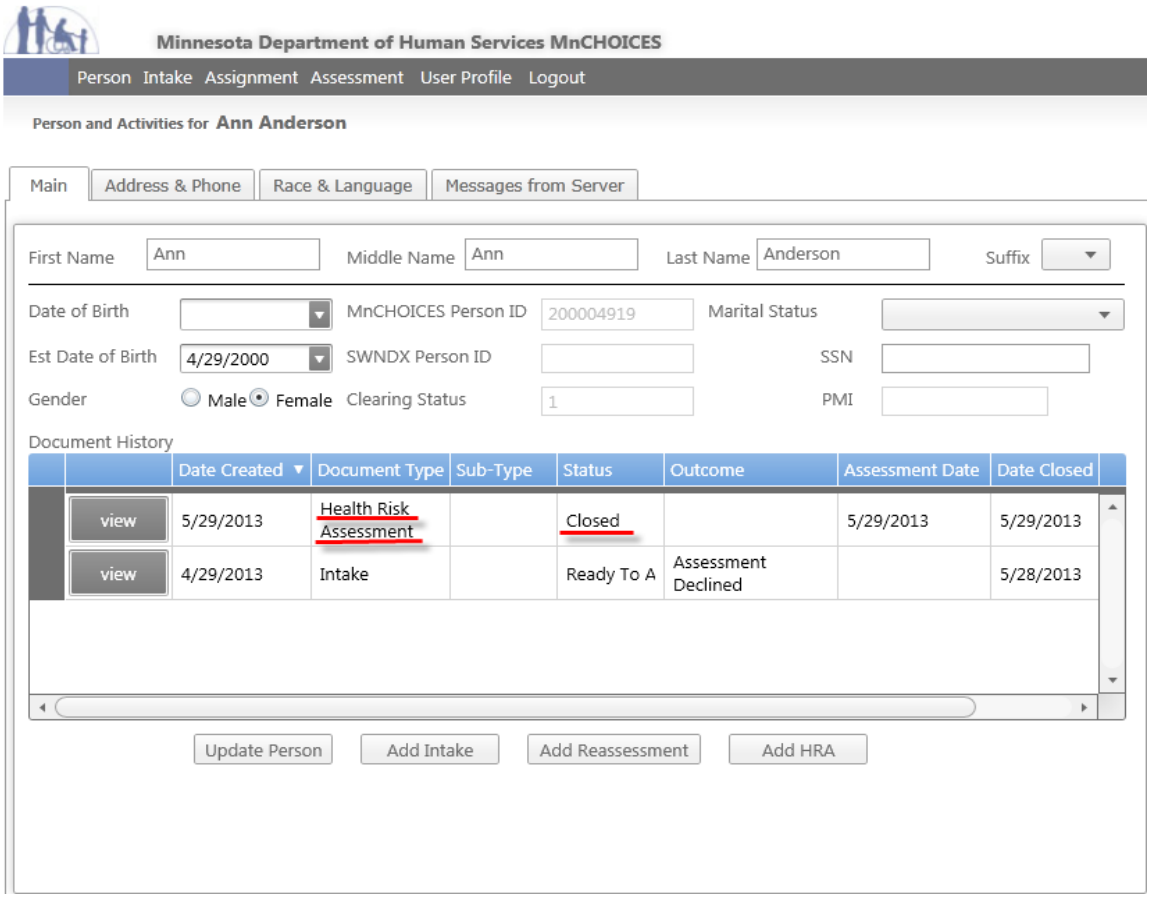
- Click on another tab on your dashboard such as Disposition or Logout

Don't just:

- Click on the "X" in the upper right hand corner of the screen
- Close the browser

11. Select a Disposition
12. Select Close HRA button


Minnesota Department of Human Services MnCHOICES
Person Intake Assignment Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1903 Certified Assessor: pwheg78 Lead Agency: Dakota Public Health
Current Assessment Event Log Print/Export Assessment Answers Transfer
Health Risk Assessment
Comments:
TOBACCO USE
Does the person use tobacco products?
No Yes Sometimes Chose not to answer
Comments:
Housing and Environment
Are there any concerns with the safety, accessibility or sanitary conditions?
No Yes Chose not to answer
Do you have any immediate health concerns?
No Yes Chose not to answer
Comments:
Do you need help in getting medical services
No Yes Chose not to answer
Complete - Individual refused HRA
Complete via Phone - full needs assessment not required
Complete via Mail - full needs assessment not required
Complete via Face to Face - full needs assessment not required
Complete - assessment required - move onto MnCHOICES assessment
Close HRA with the following disposition
Close HRA
Export HRA to XML File



HEALTH RISK ASSESSMENT FULL (HRAF)

HEALTH RISK ASSESSMENT FULL (HRAF) OBJECTIVE

The objective of a Health Risk Assessment Full (HRAF) is, when necessary, to conduct a comprehensive MnCHOICES Assessment based on findings during an HRA. prepopulate a The MnCHOICES Assessment prepopulates from the information entered in a Health Risk Assessment (HRA).

When a user closes a Health Risk Assessment (HRA) with a disposition of HRA Full is Required, an HRAF is created.

If a person has one or more previously completed MnCHOICES Assessments, the most recent answers to **ALL** those questions pre-populate the HRAF. Answers from the parent HRA pre-populate the HRAF. Answers to the person demographics questions in the HRAF pre-populate from the person master.

When creating an HRAF from an HRA, the system generates a unique Assessment ID that is separate from the HRA Assessment ID.

SAVING HRAF DATA ENTERED

Whenever you enter or update information in the HRAF, you want to be sure that it is saved.

Do:

- Click on a different domain before closing;
- Click on a different question group before closing; or
- Click on another tab on your dashboard such as Eligibility Summary, DD Screening Docs or Logout

Don't just:

- Click on the "X" in the upper right hand corner of the screen
- Close the browser

HEALTH RISK ASSESSMENT FULL (HRAF) STATUSES

Valid HRAF Statuses are:

- Open: occurs when an HRA is Closed with the disposition of Complete – MnCHOICES Assessment Required
- Pending: occurs when a certified Assessor has completed the Health Risk Assessment Full (HRAF) and is waiting for additional information to complete the Health Risk Assessment Full (HRAF)
- Closed: occurs when a Health Risk Assessment Full (HRAF) is finished

OFFLINE MODE

OFFLINE OBJECTIVE

The objective of offline mode is to perform an assessment and run eligibility rules without an internet connection.

TIP: It is recommended to perform **ALL** assessments offline to both assure saving **ALL** assessment answers and is the best practice for purposes of data privacy.

The system supports the following MnCHOICES Assessment Types in Offline Mode: New, Reassessment, HRA, HRAF.

The system allows **ONLY** Assessments with a status of Open or Pending to be taken offline.

ONLY the user assigned to that Assessment and in that Lead Agency has the ability to take the Assessment offline.

When in offline mode, users with security access of View Assessments may view other Assessments offline.

Users may check out Assessments offline from the Assessment Queue.

ALL Assessments assigned to that user are checked out offline.

When in offline mode, the MnCHOICES Application may be accessed by:

1. Clicking on the DHS MnCHOICES icon on their desktop – this icon was created during check out for offline use
2. User clicks on DHS MnCHOICES from their start menu

After logging in (in offline mode), the application opens to the Assessment Queue.

When in offline mode, **ONLY** Assessments can be performed or edited. The user can**NOT** perform person searches; Intakes; nor create/add a new Assessment, HRA, or reassessment.

The user checks in **ALL** Assessments for ONLINE use from the Assessment Queue.

When opening MnCHOICES again in online mode, the data entered during offline mode is present.

If the computer crashes while in offline mode, the user **MUST** call the SSIS Help Desk to have Assessments brought back online.

PERSON OFFLINE

Person Information is view **ONLY** with the exception of Home and Mailing Address.

ASSESSMENT OFFLINE

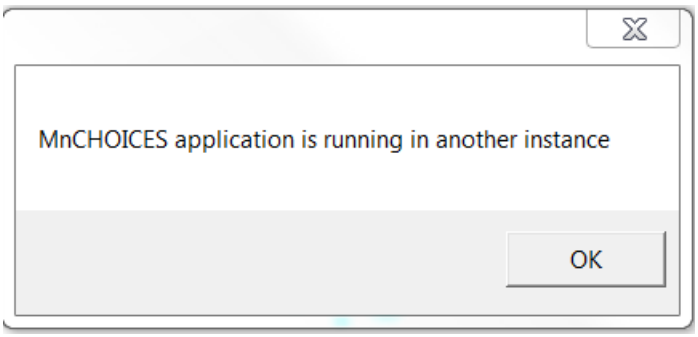
Offline mode allows the user to perform an Assessment and run eligibility rules without an internet connection.

The Assessment may be taken offline and edited.

If the Assessment is offline, the Assessor may **NOT** be changed.

SSIS LAUNCH OFFLINE

If MnCHOICES is offline, launching MnCHOICES from SSIS triggers an error:



TRANSFER OFFLINE

An offline document may **NOT** be transferred.

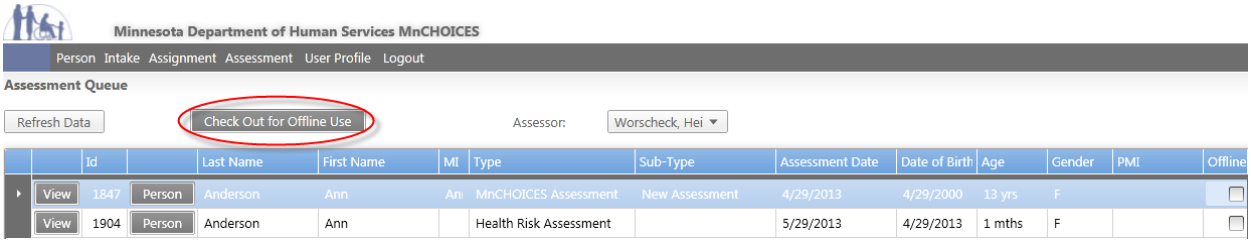
HEALTH RISK ASSESSMENT (HRA) OFFLINE

Offline mode allows the user to perform an HRA without an internet connection.

The HRA may be taken offline and edited.

OFFLINE NAVIGATION

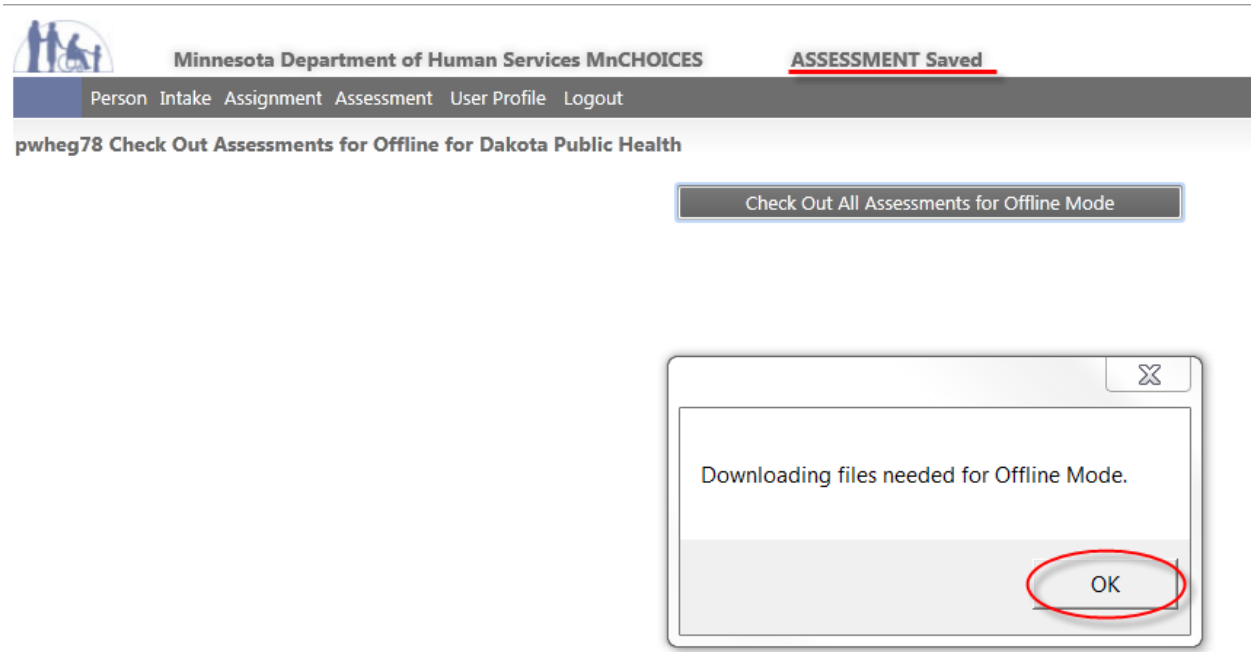
1. In the Assessment Queue, select the Check Out for Offline Use button



2. The Assessments Ready for Checkout screen displays
3. Select the Check Out All Assessments for Offline Mode button

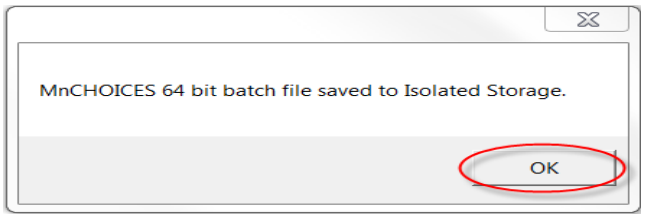
Minnesota Department of Human Services MnCHOICES
Assessments Ready for checkout.
Person Intake Assignment Assessment User Profile Logout
pwheg78 Check Out Assessments for Offline for Dakota Public Health
Check Out All Assessments for Offline Mode

4. Select the OK button

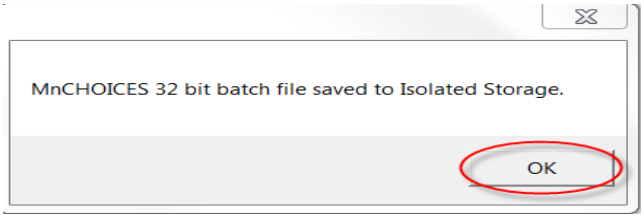

Minnesota Department of Human Services MnCHOICES
ASSESSMENT Saved
Person Intake Assignment Assessment User Profile Logout
pwheg78 Check Out Assessments for Offline for Dakota Public Health
Check Out All Assessments for Offline Mode
Downloading files needed for Offline Mode.
OK

5. Select the OK button

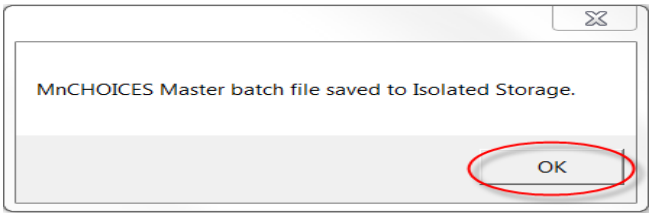
TIP: After your first login on a new computer, fewer pop ups occur.



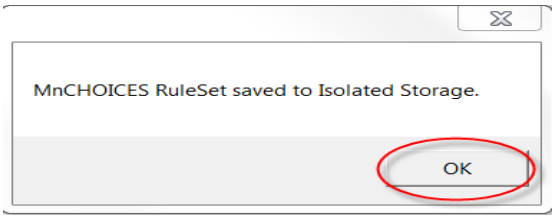
6. Select the OK button



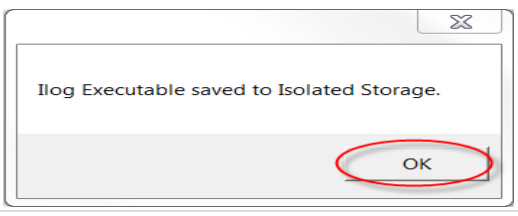
7. Select the OK button



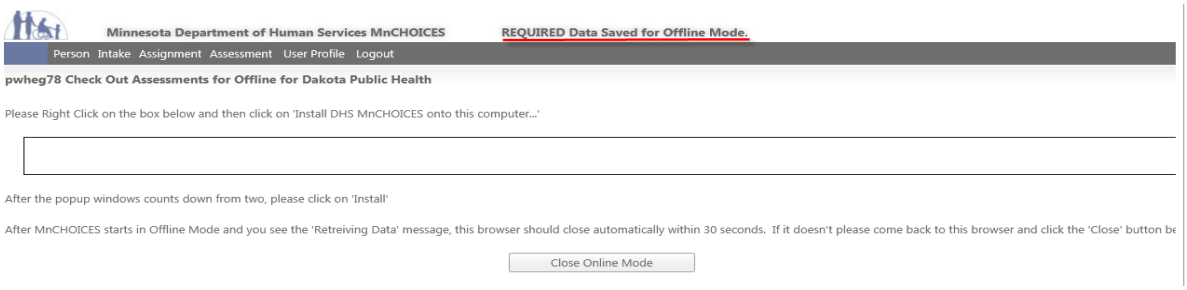
8. Select the OK button



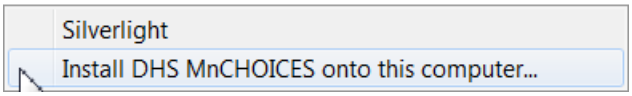
9. Select the OK button



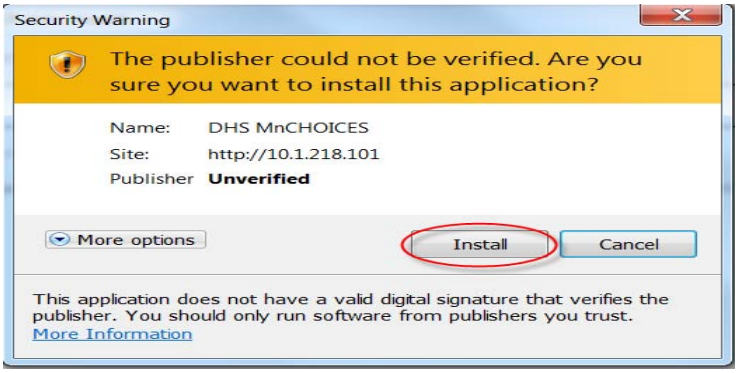
10. The Check Out Assessments for Offline screen displays


Minnesota Department of Human Services MnCHOICES
REQUIRED Data Saved for Offline Mode.
Person Intake Assignment Assessment User Profile Logout
pwheg78 Check Out Assessments for Offline for Dakota Public Health
Please Right Click on the box below and then click on 'Install DHS MnCHOICES onto this computer...'
After the popup windows counts down from two, please click on 'Install'
After MnCHOICES starts in Offline Mode and you see the 'Retreiving Data' message, this browser should close automatically within 30 seconds. If it doesn't please come back to this browser and click the 'Close' button be
Close Online Mode

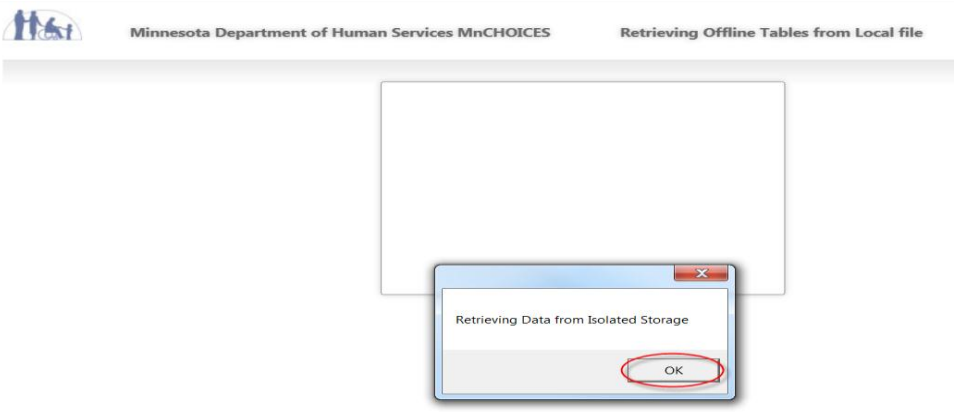
11. Right click in the large, blank rectangular box and select Install DHS MnCHOICES onto this computer…



12. Select the Install button


Security Warning
The publisher could not be verified. Are you sure you want to install this application?
Name: DHS MnCHOICES
Site: http://10.1.218.101
Publisher Unverified
More options
Install
Cancel
This application does not have a valid digital signature that verifies the publisher. You should only run software from publishers you trust.
More Information

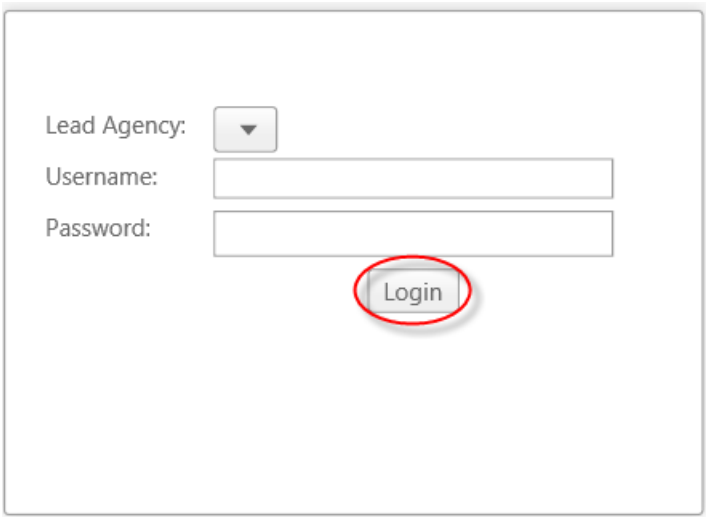
13. Select the OK button


Minnesota Department of Human Services MnCHOICES
Retrieving Offline Tables from Local file
Retrieving Data from Isolated Storage
OK

14. On your desktop, double click the newly created DHS MnCHOICES icon

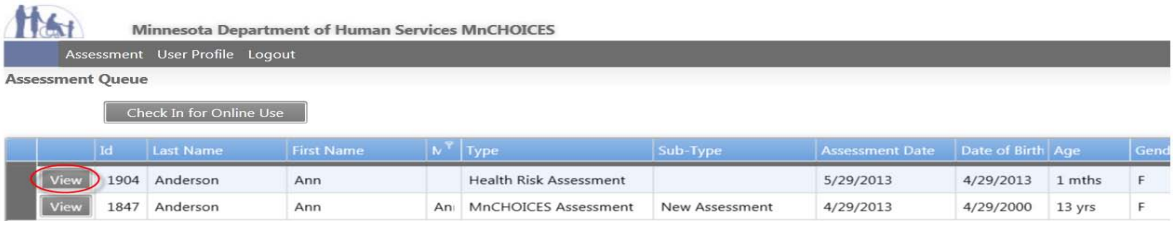
TIP: Alternatively, select the newly created DHS MnCHOICES icon from your Start menu

15. The offline MnCHOICES Login screen automatically displays
16. On the Login screen, select the Lead Agency and enter your Username & Password
17. Select the Login button



18. Select the Proceed button

19. On the Assessment Queue, select the View button



20. The Assessments and/or HRAs assigned to you display. In the Assessment, update any necessary information. On the Menu Bar, select the Assessment Queue.

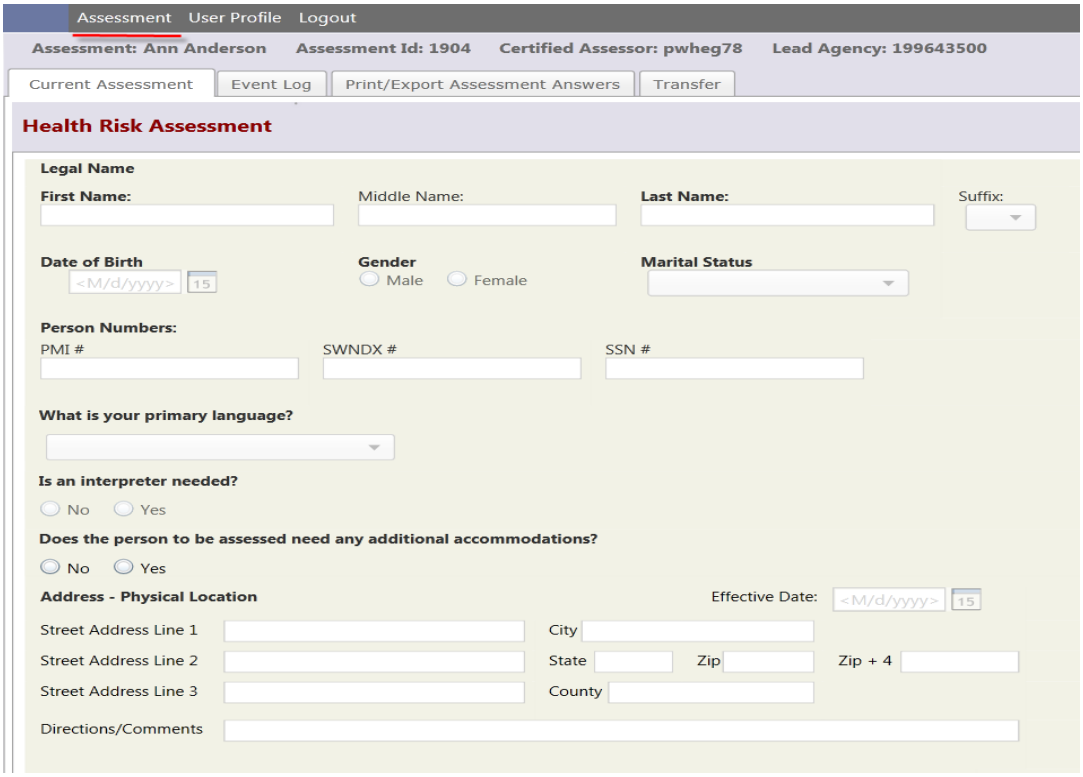
21. After you enter or update information in the Assessment or HRA, you want to be sure that it is saved.

Do:

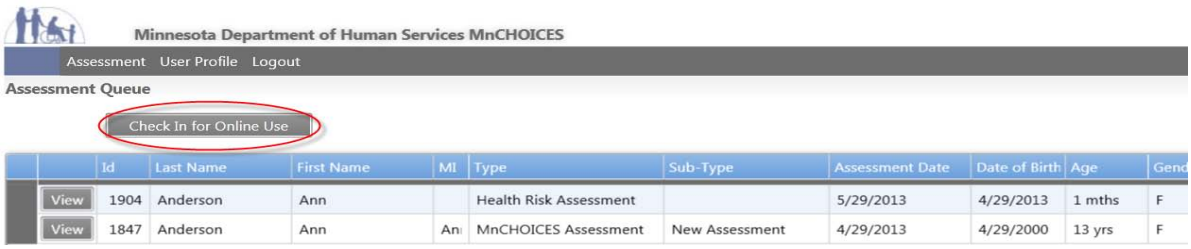
- Click on a different domain before closing;
- Click on a different question group before closing; or
- Click on another tab on your dashboard such as Logout

Don't just:

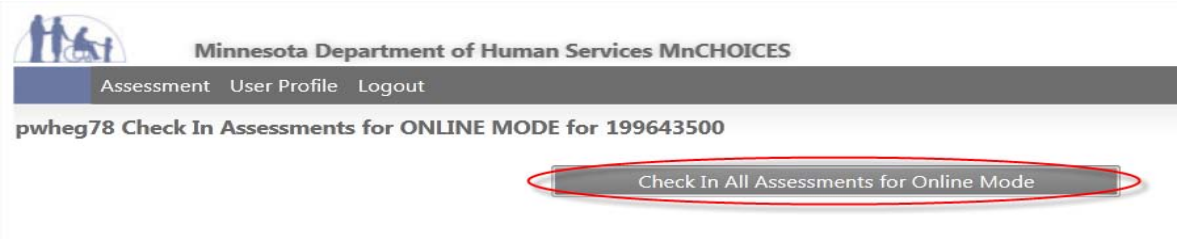
- Click on the "X" in the upper right hand corner of the screen
- Close the browser


Assessment User Profile Logout
Assessment: Ann Anderson Assessment Id: 1904 Certified Assessor: pwheg78 Lead Agency: 199643500
Current Assessment Event Log Print/Export Assessment Answers Transfer
Health Risk Assessment
Legal Name
First Name: Middle Name: Last Name: Suffix:
Date of Birth Gender Male Female Marital Status
Person Numbers:
PMI # SWNDX # SSN #
What is your primary language?
Is an interpreter needed?
No Yes
Does the person to be assessed need any additional accommodations?
No Yes
Address - Physical Location Effective Date:
Street Address Line 1 City
Street Address Line 2 State Zip Zip + 4
Street Address Line 3 County
Directions/Comments

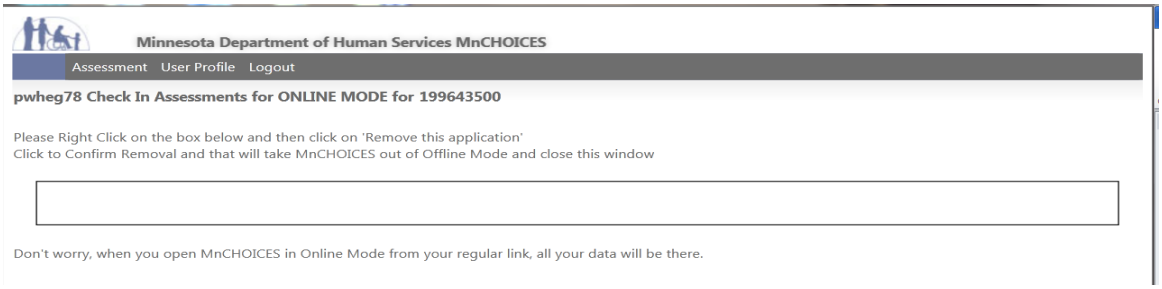
22. Select the Check In for Online Use button


Minnesota Department of Human Services MnCHOICES
Assessment User Profile Logout
Assessment Queue
Check In for Online Use
Id Last Name First Name MI Type Sub-Type Assessment Date Date of Birth Age
View 1904 Anderson Ann Health Risk Assessment 5/29/2013 4/29/2013 1 mths F
View 1847 Anderson Ann MnCHOICES Assessment New Assessment 4/29/2013 4/29/2000 13 yrs F

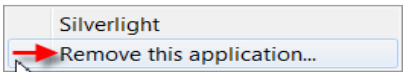
23. Select the Check In All Assessments for Online Mode button


Minnesota Department of Human Services MnCHOICES
Assessment User Profile Logout
pwheg78 Check In Assessments for ONLINE MODE for 199643500
Check In All Assessments for Online Mode

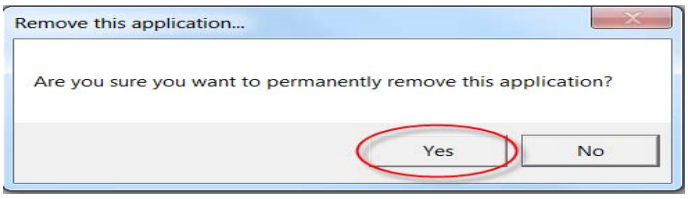
24. Right click on the large rectangular box


Minnesota Department of Human Services MnCHOICES
Assessment User Profile Logout
pwheg78 Check In Assessments for ONLINE MODE for 199643500
Please Right Click on the box below and then click on 'Remove this application'
Click to Confirm Removal and that will take MnCHOICES out of Offline Mode and close this window
Don't worry, when you open MnCHOICES in Online Mode from your regular link, all your data will be there.

25. Select Remove this application….



26. Select Yes



27. The DHS MnCHOICES icon disappears from your desktop and Start menu
28. Log into MnCHOICES as normal.

For further information on logging into MnCHOICES, please, refer to the LogIn Section of this manual: Login.

MNCHOICES ASSESSMENT REPORT - tbd

MNCHOICES ASSESSMENT REPORT OBJECTIVE

The objective of the MnCHOICES Assessment Report is to provide a paper copy of all document subtypes (Health Risk Assessment, Health Risk Assessment Full, New, and Reassessment) for appeals and forwarding to Lead Agencies.

FREQUENTLY ASKED QUESTIONS

Q: I can't see the questions on the right-hand side of the screen. What do I do?
A: Your zoom needs to be set from 95 to 105

Q: Can I access MnCHOICES from any computer?
A: Yes. As long as their user account is still valid, a user may access MnCHOICES from any PC that meets the minimum technical requirements. Depending upon the firewall configuration of the user's current internet provider, however, the user may **NOT** be able to determine eligibility

Q: Does MnCHOICES work on a Notebook or Tablet?
A: Currently, MnCHOICES technical issues on a Notebook or Tablet are **NOT** supported by the Help Desk

TROUBLE SHOOTING

- It is standard practice to have a MnCHOICES Mentor for questions/issues prior to contacting the Help Desk. The Help Desk is available for Mentors when they are not able to adequately resolve the question/issue.

GLOSSARY

Abandoned: a disposition of a document type with a status of closed; an unfinished Intake, MnCHOICES Assessment, or Health Risk Assessment

Add HRA: a button that creates a Health Risk Assessment

Add Intake: a button that creates an Intake

Add Reassessment: a button that creates a Reassessment

Age: based upon a person's date of birth or estimated date of birth; the age calculated using the Result Date

Assessment Accepted: a disposition that creates a MnCHOICES Assessment

Assessment Date: the date of the MnCHOICES Assessment

Assessment Declined: a disposition signifying that Intake was closed and the person decided to **NOT** have a MnCHOICES Assessment created

Assessment ID: a unique number that is automatically assigned by the system to the MnCHOICES Assessment

Assessment Queue: displays all of the non-Closed documents assigned to the selected user; each certified Assessor has their own Assessment Queue

Assign: a button that assigns the document to the Assign To user

Assign To: a drop down menu that is a listing of **ALL** users in the current user's Lead Agency with the security functionality of Edit Assessment/Health Risk Assessment; a list of users that have the Edit permission of the document type of the row

Assignment Grid: displays a list of **ALL** Health Risk Assessments (HRA's), MnCHOICES Assessments, and Intakes, within the current user's Lead Agency

Assignment Queue: an array that displays both the Workload and Assignment Grids for the user's Lead Agency

Certified Assessor: a person with the required credentials to perform a MnCHOICES Assessment

Clearing Status: a code used to indicate whether a person is a client or client representative; in addition, it is an indicator of whether a client is cleared for Person Search Results

Close HRA: a button that ends the Health Risk Assessment with a chosen disposition

Closed: a document type status that indicates that the document is complete and not editable

Community Support Plan (CSP): a support plan developed by the person and certified Assessor following a MnCHOICES assessment that provides resource and service options to meet the identified strengths, preferences, and assessed needs; currently this plan is being done outside of the MnCHOICES application

Complete: a document type status that indicates that the document has finished successfully

Date Closed: the date that the status of the document type was changed to complete

Date Created: the date that an instance of the document type was developed

Date of Birth (DOB): a required piece of information (or estimated Date of Birth used to create a MnCHOICES Assessment for a person

Determine Eligibility: a button that invokes level of care, program services, and case mix determination after all required questions have been answered

Disposition: the outcome of an Intake, MnCHOICES Assessment, Health Risk Assessment, or a Health Risk Assessment Full

Document History: a listing that displays all the documents for a person

Document Subtype: a subcategory of a document type; all subtypes of a given document have the same questions, choices, and show/hide rules; e.g. MnCHOICES Assessment subtypes are New, Reassessment, and Health Risk Assessment Full, Health Risk Assessment subtype is Health Risk Assessment, and Intake subtype is Intake

Document Type: a category of a record structure for capturing MnCHOICES information; e.g. MnCHOICES Assessment, Health Risk Assessment, and Intake

Domain: a high level category for MnCHOICES Assessment questions

Effective Date: the date that the address became active

Eligibility Summary: after answering all required questions in a MnCHOICES Assessment, it displays the eligibility results and details for level of care, program, services, grants, and additional supporting information that are automatically determined

Estimated Date of Birth: used for age determination when an actual Date of Birth is not known

Event Log: a record of significant actions that are person or system driven

Exact Match: search criteria for exact information entered

Export HRA to XML File: a button that saves the Health Risk Assessment questions and answers to an Extensible Markup Language (XML) file for integration with other systems

Group: topic areas within a domain

HRA Assessment ID: a unique number that is automatically assigned by the system to the Health Risk Assessment

Insert Person: a button that adds the Person record to the database

Intake: a preliminary screening used to gather information about the person to determine if the person would like an Assessment

Intake Queue: displays all Open and Ready for Assignment Intakes for the logged in Lead Agency

Landing Page: the screen that displays when you log into the MnCHOICES system

Last Updated By: the name of the person that last updated the Intake

Last Updated Date: the date when the Intake was last updated

Lead Agency: a county, tribe, or health plan

MnCHOICES: A single, comprehensive, assessment and support planning process for people with long-term service and support needs that determeines eligibility for programs and services, results in a support plan and is used for people of all ages and disability types. It uses a web-based application with of-line capability and the internet is not used when completing assessments. It is a policy rule-based application that aligns rules, regulations, statutes, etc. to determine level of care, case mix and eligibility for programs and services.

MnCHOICES Assessment: an electronic questionnaire that combines 3 assessments (Long Term Care Consultation, Developmental Disabilities, and Personal Care Assistant Assessments)

MnCHOICES Assignment: when there is no assigned Assessor in the Assessment Queue, the ability to set the Assessor for a person

MnCHOICES Health Risk Assessment (HRA): a subset of questions from the MnCHOICES Assessment. It is intended for persons of age 65 and older that are enrolled in Managed Care

MnCHOICES Health Risk Assessment Full (HRAF): a MnCHOICES Assessment created from a Health Risk Assessment; all answers are pre-populated by the Health Risk Assessment

MnCHOICES Person ID: a system assigned, unique identifier for a person

MnCHOICES Reassignment: the ability to change the assigned Certified Assessor to another Certified Assessor in that Lead Agency's Assessment Queue

MnCHOICES Transfer: the ability to change the Lead Agency of any open document

New Assessment: an assessment used for a person currently **NOT** on a long-term care program or receiving long-term care services

Offline Mode: running the MnCHOICES application locally (not connected via the Internet) and determining eligibility; when out of the office, offline mode is the recommended mode to use

Online Mode: when you are connected to the MnCHOICES application via the Internet

Open: the status type of a MnCHOICES document indicating that the document is **NOT** Closed, Pending, or Abandoned; appropriate security allows adding and editing information in the MnCHOICES Assessment, Health Risk Assessment, and Intake

Pending: a status for a MnCHOICES Assessment document type denoting that the MnCHOICES Assessment is finished and the Certified Assessor is waiting for information to be returned from a third party

Person and Activities For: a tab that displays and updates person demographics and tasks (e.g. Opening Intakes/Assessments, etc.) for that person; the tab is located after selecting the Person button on the Assessment and Assignment Queues

Person Button: a button that allows a Certified Assessor to navigate to the Person and Activities For screen for a particular person; the button may be accessed through the Intake, Assignment, and Assessment Queues

Person Master Index (PMI): a unique State identifier assigned to an individual Recipient

Person Menu Item: a menu item that navigates to the Person Search functionality

Person Search: the MnCHOICES landing page used to determine whether a person exists in the MnCHOICES or state databases; based upon PMI or Name, DOB, and Gender search criteria

Ready To Assign: occurs once an Intake is Closed with a disposition of Assessment Accepted and the Intake moves to a status of Ready To Assign

Reassessment: an additional assessment used to re-determine eligibility if a person is currently on a long-term care program or receiving long-term care services

Refresh Data: a button that auto-updates the Intake, Assessment, and Assignment Queues

Result Date: the date used by the system to determine the version of assessment content and eligibility rules

Screening Documents: a separate document from the Assessment that is completed and entered into MMIS for billing purposes

Shared Master Index (SMI): a web-based system developed by DHS to assist counties, tribes and DHS to coordinate client services across state and county systems. The SMI interacts with other state and service entity systems, creating a cross-reference data base and a common client identifier to assist workers in tracking clients across systems. The SMI provides a

common database for client demographic data and a comprehensive view of client data and program participation across program areas of MAXIS, MMIS, PRISM and SSIS

Show/Hide Rules: rules that determine whether an Assessment question(s) or choice(s) are displayed based upon gender, age, and how other questions are answered

Soundex: search criteria for a combination of the Starts With option and sounds-like feature

Starts With: search criteria for all names that start with the letters entered

Status: the current stage of an Intake or Assessment; statuses are Open, Pending, or Closed

SWNDX Person ID: a state-wide index person identifier

Transfer: the process of moving one document from one Lead Agency to another

Update Person: a button that revises any of the Person demographic information

User Profile: a main tab in the MnCHOICES application where a user can go to learn about MnCHOICES, update their personal settings, or modify their password

View: a button that opens an Intake or Assessment

Workload Grid: displays counts of the Assessor's active (**NOT** Closed) assessments and Health Risk Assessments (HRA's)